

EADS POITEVENT Well No. 1

Sec. 34, T7S-R12E
St. Tammany Parish, LA



DRILLING & COMPLETION PROJECT

Emergency Action Plan



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1.0 Introduction

1.1 Purpose

The purpose of this response plan is to provide policies, procedures, and assign responsibility for management personnel during all hazards incidents to ensure an efficient and coordinated response with respect to the Helis Oil & Gas Company, L.L.C. (Helis) Eads Poitevent #1 project.

1.2 Scope

This response plan states the emergency response policies and procedures for all personnel (Helis employees and its contractors) involved in the Eads Poitevent #1 project. This plan is the primary guidance document for all incidents related to the project activities that have the potential to impact personnel safety, community safety, the environment, economic or legal liability, Helis' visibility, operability, and credibility. This plan does not apply to any portion of the project off the well pad site or access road.

The Project includes construction, drilling, and completion activities approximately 5.88 miles east north east of Mandeville, LA. Spills involving these activities are covered in Appendix D Spill Response.

Each element has response procedures particular to its individual activities. Helis and its Contractors will follow the individual activity response procedures for emergencies and activate this plan when external notifications (requiring notice to local, state, and/or federal agencies) and support are necessary for the response. Individual plans that reference this EAP include:

- Drilling Rig SPCC

Drilling Rig operators performing the work have appropriate plans in place to comply with United States requirements as specified in 40 CFR 112.7. This EAP would be implemented when an emergency extends beyond the scope of the Drilling Rig specific plans. Helis has confirmed that the following Project Drilling Rig has an EPA-approved SPCC.

2.0 Response Objectives

2.1 Objectives

Helis' overall objective is the preservation of human life and safety of personnel. Objectives for all incidents are as follows:

- Preserve human life and ensure safety of personnel, responders, and community
- Protect the environment and sensitive areas
- Protect property (company and public)
- Protect the company's reputation and brand

The objectives are prioritized by the Incident Commander (IC) for each Operational Period. Objectives are continuously evaluated and revised according to the situation.

2.2 Incident Response Tiers

This plan establishes three tiers of response, based on the magnitude, complexity, and impact of the incident. A general description of each Tier follows:

- Tier 1 – Major incidents requiring corporate intervention and support
- Tier 2 – Beyond the scope of on-scene staff, requires regional 3rd party support
- Tier 3 – Localized emergency handled by on-scene personnel

The Tier level will be determined initially by the on-scene Person-in-Charge (PIC) and then again by the IC. Transition from one Tier to another is based on the situation. Small incidents can expand, causing a need for additional management resources. Likewise, requirements may decrease as information is gained or the response diminishes the need for larger management team.

Tier	General Description	Example	Actions
1	Major incident which requires corporate intervention	<ul style="list-style-type: none">• Major environmental impact• Multiple casualties (>3) hospitalized• Fatality• Evacuation• Media Involvement• Reputation implications	<ol style="list-style-type: none">1. Notify IC & external response organizations2. Notify local, state, and federal government personnel as necessary3. Notify family of casualty/fatality if applicable

Tier	General Description	Example	Actions
2	Beyond Capability of on-scene staff. Has the potential to become a Tier 1 incident	<ul style="list-style-type: none">• Minor environmental impact• >1 minor casualty or illness requiring hospitalization• Fire with small amount of damage and extinguished• Manageable with company resources, but beyond facility capability• External response organization may be activated• Government notification• Media involvement possible	<ol style="list-style-type: none">1. Notify IC & external response organizations2. Notify local, state, and federal government personnel as necessary3. Notify family of casualty/fatality if applicable
3	Local event handled with on-site resources.	<ul style="list-style-type: none">• Minimal environmental impact• Single injury (no hospitalization)• Small fire quickly extinguished• No off-site impact• No media involvement	<ol style="list-style-type: none">4. Notify IC

3.0 General Response Procedures

3.1 Person-In-Charge (PIC)

On scene PIC will take actions to:

- Preserve human life
- Conduct initial response actions to mitigate the effects of the incident
- Minimize or prevent environmental impact
- Protect property and assets
- Ensure notifications are made as required to emergency response organizations

3.2 Incident Management Team (IMT)

IMT will take action to provide the following support and guidance to the PIC:

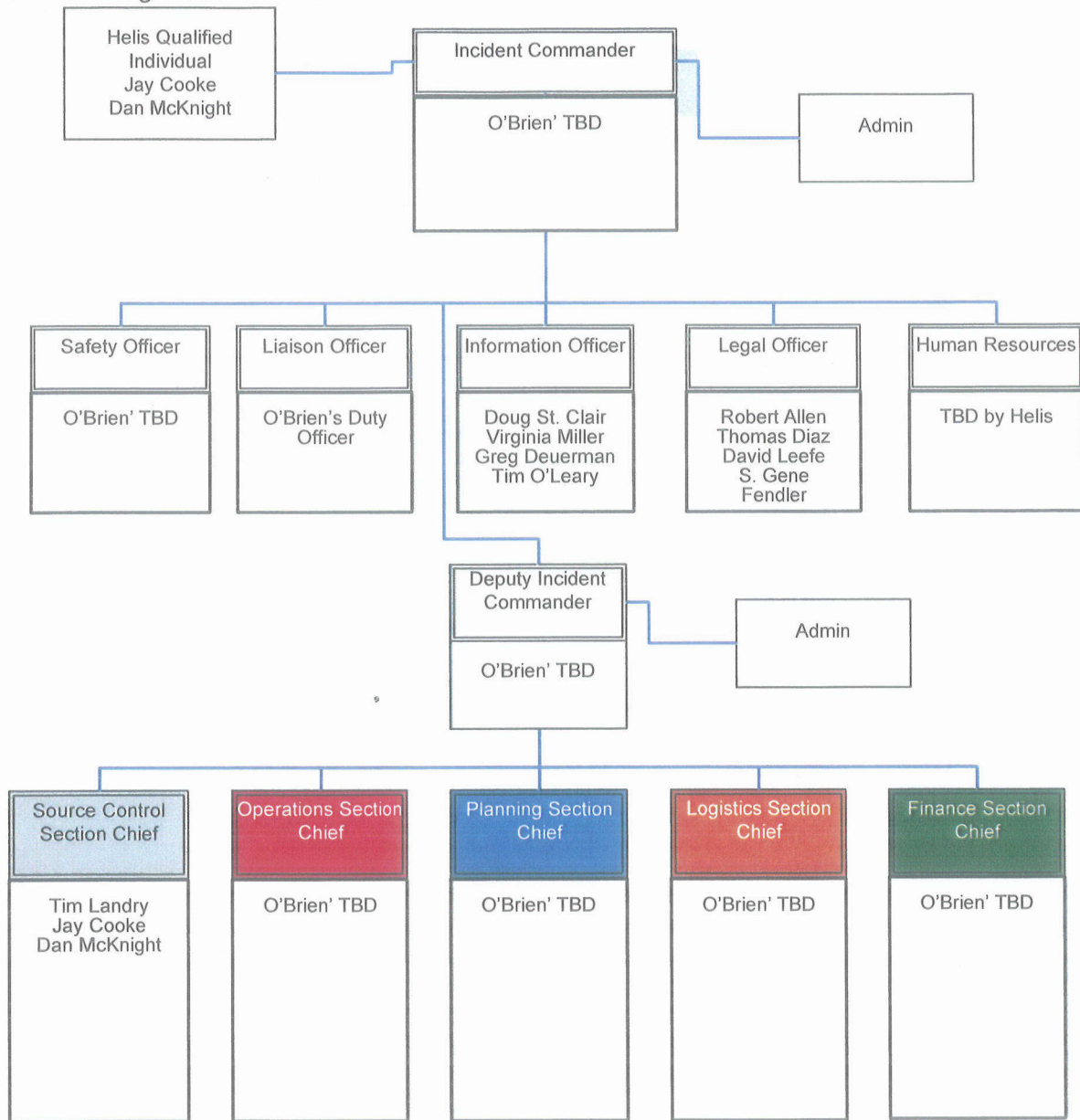
- Develop site safety plan, provide safety oversight, and ensure response operations are conducted in accordance with Helix Safe Work Practices
- Technical support and resources for Source Control/Facility repair
- Confirm Personnel on Board (POB)
- Notifications with local/state/federal agencies as required
- Set priorities, establish objectives, develop strategies, and oversee tactical operations to minimize environmental impact.
- Initiate planning for next operational period.
- Identify and acquire resources to support and sustain response operations.
- Develop an Approval for Expenditure, set delegation of authority, track costs and time, and establish claims hotline.
- Establish contact with family members of affected operations staff, establish employee information hotline, and coordinate with contractors to ensure contractor employees' needs are being met.
- Prepare an initial holding statement, identify an individual to serve as face of the company, and track all media releases
- Liaison with and notify partners and contractors

4.0 Incident Command System

Helis employs the use of the Incident Command System (ICS) for response to all incidents. Helis incorporates the resources of Witt O'Brien's to supplement staffing of the Incident Management Team.

ICS is the government mandated incident management system for all government agencies and is used by Helis to ensure an effective, efficient, and coordinated response. It provides standard procedures, protocols, forms, structure, and language for management of all incidents. The structure is scalable and built from the top down, utilizing only the elements needed. ICS is managed by objectives developed by the IC. All actions are taken to accomplish those objectives. The IC continuously updates the objectives as the situation changes to direct the most efficient response. Objectives are accomplished during an Operational Period. The Operational Period is also determined by the IC according to the incident complexity. The Incident Management Team uses the Operational Planning Cycle (Planning P) during the current Operational Period to develop a plan for the next Operational Period. The Planning P depicts a standard schedule of meetings used to manage the planning process. Additional information on the Planning P is available in the USCG Incident Management Handbook.

4.1 IMT Organization Chart



4.2 Roles and Responsibilities

Incident Commander (IC): Has overall responsibility for the response. He/She establishes objectives, sets priorities, determines primary staffing requirements, and ensures all personnel are briefed upon arrival. The IC must have a clear understanding of the incident details to set correct objectives. The IC interacts with government officials taking part in the response to coordinate their efforts. The IC is responsible for all duties in a response until delegated.

Deputy Incident Commander (DIC): Assists the IC by initiating response strategies, response team coordination, and communication. The DIC acts as the Chief of Staff for the General Staff. DIC assumes the position of IC if needed.

Helis Qualified Individual (QI): Notifies the IC of an incident, authorizes expenditure of funds for response, and keeps Operations Section advised of the situation.

Safety Officer (SOFR): Responsible for identifying all hazards at incident work sites and prepares a site safety plan to address precautions needed to minimize their threat. Monitors response operations to ensure they are conducted in accordance with Helis Safe Work Practices. The SOFR ensures plan dissemination to all levels of response and monitors operations to ensure compliance.

Liaison Officer (LNO): The point of contact for all stake holders and non-government organizations (NGO) with the IC. Provides situation updates and represents stake holder and NGO concerns to the response organization.

Human Resources Officer (HRO): Obtains POB to ensure 100% accountability on board any vessel or facility. Primary source of information for Helis' personnel family members. Collects information on fatalities, injured, ill, at risk, and/or missing persons assigned to the project. Recommends next of kin notifications to the IC and makes the notifications for Helis employees and works with contractor management to conduct like notifications and provide support to their employees.

Public Information Officer (PIO): Prepares holding statement, briefs IC on press statements, media concerns, and coordinates their release. Schedules and assists in preparation for press conferences. Establishes a Joint Information Center to coordinate activities with all stake holders.

Legal Officer (LO): Provides legal expertise and advice to the IC. Reviews all information statements and contracts prior to their release/completion. Reviews any internal or governmental investigations, provides advice on document control, and reviews obligations to; contractors, partners, law enforcement, and other government entities.

Operations Section Chief (OSC): Organizes the Operations Section to perform all tactical operations (i.e. search and rescue, surveillance, containment, recovery, protection, staging area, decontamination...) outlined in the Incident Action Plan. Advises the IC on response techniques, strategy/tactics changes, and assists in preparation of the ICS 204 Form.

Planning Section Chief (PSC): The PSC ensures the planning process is properly and efficiently carried out by scheduling and facilitating meetings. The PSC maintains situational awareness, provides documentation, resource accountability services, and advises on response strategies and tactics.

Logistics Section Chief (LSC): The LSC is responsible for ordering and tracking resources. The LSC is also responsible for the medical, security, housing, transportation, and communications plans.

Finance Section Chief (FSC): Establishes an Authorization for Expenditure (AFE) to track incident related costs, establish a claims telephone number and process, and provides IC a daily expenditure rate.

5.0 Communications Procedure

5.1 Notification

Helis has contracted with Witt O'Brien's for:

- Notifications
- Incident Management Services
- Incident Management Team Staffing Assistance

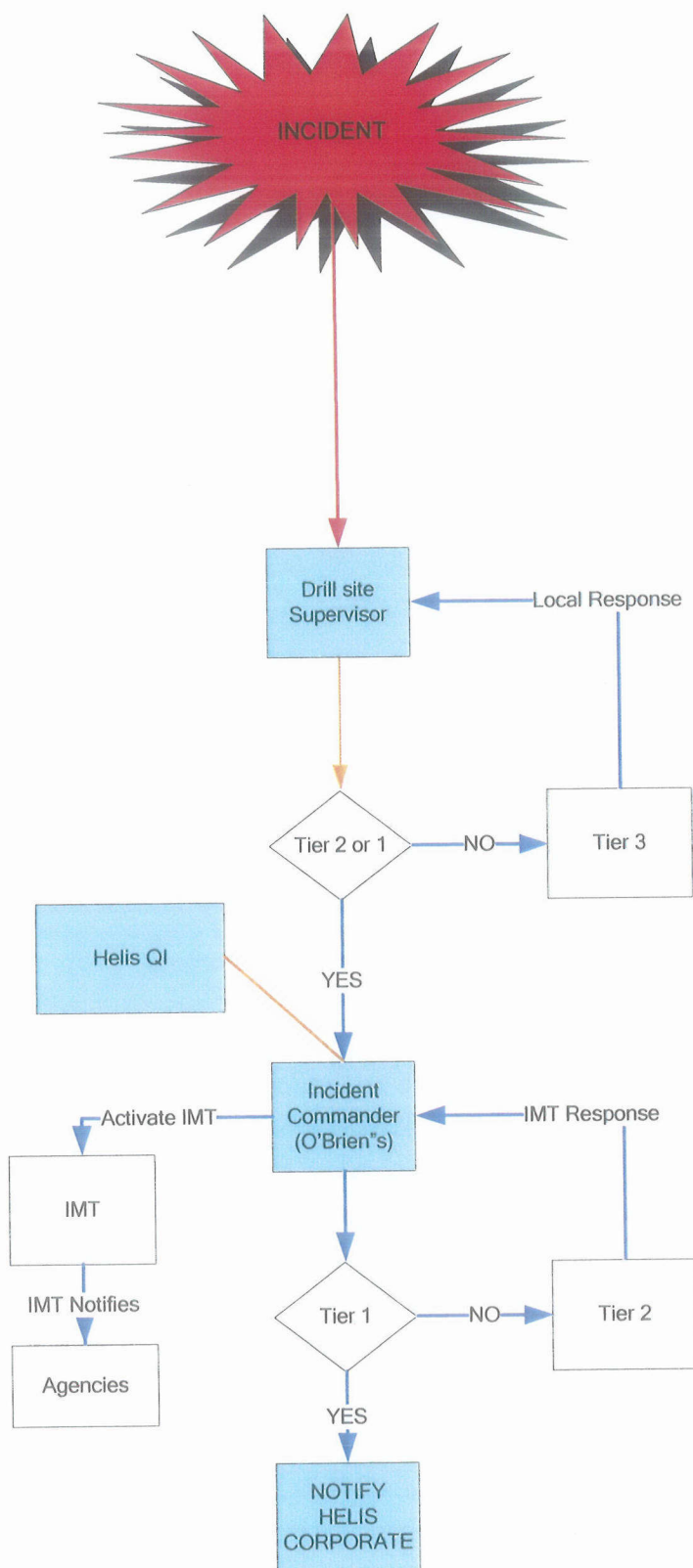
Persons calling to report an incident will be directed to call the Witt O'Brien's Watch Stander at 985-781-0804.

When an incident is observed or reported, personnel will utilize the procedure depicted in the Notification chart to alert and activate responders. The Drill site supervisor will conduct an initial assessment and determine if the incident is outside the scope of local response capabilities. If so, he will notify the Incident Commander (IC).

The IC will conduct his own assessment and determine the situation potential. The IC will contact the QI and receive authorization to expend funds on Helis' behalf for the response. The IC will activate and manage the necessary resources to effectively and efficiently respond.

The IC will notify external agencies as per their respective regulations, unless delegated to the Liaison.

Notification Chart



5.2 Command Post

The Helix Incident Command Post (ICP) for all incidents is initially at Witt O'Brien's offices in Slidell, LA. Relocation from that site is at the discretion of the IC and the Federal-on-Scene-Coordinator (FOSC).

Major items to consider in selection of an off-site ICP are:

- Security
- Communications capabilities
- Power Supply
- Accessibility
- Space
- Audiovisual capabilities

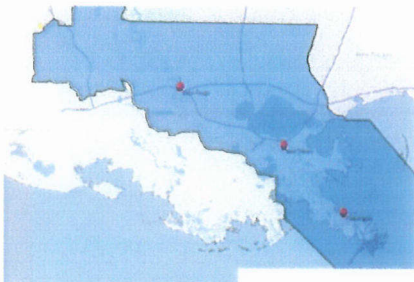
Incident Command Post Locations

Location	Address	Office	Fax
Witt O'Brien's	2000 Old Spanish Trail Slidell, LA 70458	985-781-0804	985-781-0580

5.3 Internal Notifications

Name	Position	Contact Number	Location
Incident Management Team	Witt O'Brien's	985-781-0804	Slidell, LA
TBD	DRILL SITE SUPERVISOR	TBD	Drill Site
NEW ORLEANS Office		504-523-1831 (m) 504-522-6486 (fax)	
Jay Cooke	Qualified Individual	504-681-3347 (w) 504-450-1920 (c)	New Orleans, LA
Dan McKnight	Qualified Individual	504-681-3341 (w) 504-450-5434 (c)	New Orleans, LA
Mike Barham	Qualified Individual	504-681-3316 (w) 504-450-5415 (c)	New Orleans, LA
Doug St. Clair	Information Officer	504-681-3321 (w) 337-344-5567 (c)	New Orleans, LA
Virginia Miller	Information Officer	504-524-3342 (w) 504-453-4878 (c)	New Orleans, LA
Greg Beuerman	Information Officer	504-524-3342 (w) 504-458-9521 (c)	New Orleans, LA
Thomas Diaz	Legal Officer	504-556-4165 (w)	New Orleans, LA
David Leefe	Legal Officer	504-556-4137 (w)	New Orleans, LA
S. Gene Fendler	Legal Officer	504-556-4108 (w)	New Orleans, LA
Mike Barham	Source Control	504-681-3316 (w) 504-450-5415 (c)	New Orleans, LA
Jay Cooke	Source Control	504-681-3347 (w) 504-450-1920 (c)	New Orleans, LA
Dan McKnight	Source Control	504-681-3341 (w) 504-450-5434 (c)	New Orleans, LA
Robert Allen	General Counsel	713-589-8089 (w) 713-459-0588 (c)	Houston, TX

External Notifications

External Notifications		
Agency	Contact Number	Notification Criteria
NRC.....	1-800-424-8802	When to Notify: Anyone witnessing oil spill, chemical release or maritime security incident. Oral: Immediately
EPA – Release of Hazardous Substance Region 6 6SF-F 1445 Ross Avenue Dallas, TX 75202 Oil Spills 866-372-7745 Baton Rouge Office..... 225-291-4698		When to Notify: <ul style="list-style-type: none"> • Chemical or oil spills of a reportable quantity Oral: Within 24 hours Written: Within five days
USCG Sector New Orleans 504-365-2200 200 Hendee Street New Orleans, LA 70114 MSU Baton Rouge 225-298-5400 6041 Crestmount Drive Baton Rouge, LA 70809 		When to Notify: Threat/Knowledge of <ul style="list-style-type: none"> • Oil discharge • Sheen on surface of water or shoreline • Sludge beneath surface of water • Loss of steering or propulsion • Vessel collision or allision • Air medical evacuation needed Oral: Immediately Written: Not required
* Sheen means an iridescent appearance on the surface of water * Sludge means an aggregate of oil or oil and other matter of any kind in any form other than dredged spoil having a combined specific gravity equivalent to or greater than water		

<p>OSHA 1-800-321-6742 Baton Rouge Area Office 225-298-5458 9100 Bluebonnet Centre Blvd, Suite 201 Baton Rouge, LA 70809</p>	<p>When to Notify: Work related incidents resulting in the death of an employee or the hospitalization of three or more employees within 30 days of an incident Oral: Within 8 hours</p>
<p>Louisiana Department of Environmental Quality 602 N. 5th Street Baton Rouge, LA 70802</p> <p>Mailing P.O. Box 4312 Baton Rouge, LA 70812</p> <p>Unauthorized Releases DPS Hazardous Materials Hotline 225-925-6595*</p> <p>*DPS will notify LDEQ in the event of an unauthorized discharge</p> <p>LPEDS Permit Violations DEQ Hotline 225-342-1234 (M-F 8 am – 5 pm) DEQ SPOC 225-219-3640 (24/7)</p>	<p>When to Notify:</p> <ul style="list-style-type: none"> • Emergency condition which could reasonably be expected to endanger the health and safety of the public, cause significant adverse impact to the land, water or air environment, or cause severe damage to property • Unauthorized discharge which exceeds a reportable quantity, but is a non-emergency condition <p>Oral: Within 1 hour of discovery Written: Within 7 days</p> <ul style="list-style-type: none"> • Any unanticipated bypass of exceeding effluent limitation in permit • Any upset condition which exceeds any effluent limitation in permit • Violation of maximum daily discharge limitation for benzene, BTEX, Chromium, Lead or Zinc <p>Oral: Within 24 hours Written: Within 7 days</p>

Louisiana Oil Spill Coordinator's Office.....225-925-6606 24-hour number.....225-200-1921 7979 Independence Blvd, suite 104 Baton Rouge, LA 70806	When to Notify: For any spill that threatens state waters Oral: Immediately Written: If requested
Louisiana State Police Hazardous Materials Hot Line (Environmental Emergencies Related to Oil & Gas).....1-877-925-6595 * Actual or threatened discharge involving one or more barrels of petroleum material or an amount that exceeds the reportable quantity (42 gallons) onto land or into water.	When to Notify: <ul style="list-style-type: none"> • Injury requiring hospitalization or any fatality • Fire or explosion that could affect public safety beyond boundaries of facility • Release exceeds the reportable quantity during any continuous 24-hour period • Incident or cleanup could affect the public safety beyond the boundaries of the facility • A protective action beyond the facility has been initiated Oral: Immediately <1 hour Written: Within 5 days
Louisiana Sheriff's Department for Parish Threatened St. Tammany Parish.....985-809-8200 Orleans Parish.....504-658-8700 St. Bernard Parish.....504-271-2501 Jefferson Parish.....504-736-6211	When to Notify: When spill threatens to enter waterway in parish Oral: Immediately Written: Within 5 days
Louisiana's Homeland Security & Emergency Management Regional Coordinator.....225-329-4261 St. Tammany Parish.....985-898-2359 Orleans Parish.....504-658-8700 St. Bernard Parish.....504-278-4268 Jefferson Parish.....504-349-5360	When to Notify: <ul style="list-style-type: none"> • If assistance is needed • If shoreline impact is imminent • Hazardous materials release
Louisiana Department of Wildlife and Fisheries Hammond Field Office.....985-543-4777 Baton Rouge Office 1-800-256-2749 or 225-765-2800	
Louisiana Department of Natural Resources..225-342-5540 (Business Hours) 225-342-5515 or 225-342-5505 (After Hours) LOC Lafayette District Office 337-262-5777	

Fire Department 911 Mandeville Fire Department..... 985-624-6549 St. Tammany Fire District 985-626-8671 Lacombe Fire Department..... 985-882-5977 Abita Springs Fire Department 985-892-2065 Pearl River Fire Department 985-863-3134 Slidell Fire Department 985-643-4243	When to Notify: <ul style="list-style-type: none"> • Fire • Spilled product that has the potential to ignite
Police Department 911 Covington 985-892-8500 Slidell 985-643-3131 Pearl River 985-863-5711 St. Tammany Parish 985-809-8200	When to Notify: <ul style="list-style-type: none"> • Person is killed • Person receives injuries requiring hospitalization • Estimated damage to property exceeds \$50,000 • Danger to life or property
U.S. Fish and Wildlife Service Law Enforcement..... 337-291-3114 Ecological Services 337-291-3100 Region IV Office 404-679-7140	
National Park Service 404-507-5600 NPS Dispatch..... 1-888-246-4335 National Contact..... 202-513-7186 Emergency Incident Coordination Center 888-246-4335	When to Notify: Oil discharge or release of hazardous substances impacts or threatens to impact resource managed by NPS; notify NPS as soon as possible Oral: As soon as possible
Wildlife Response International Bird Rescue & Research Center..... 707-207-0380 Wildlife Center of Texas 281-731-8826 Wildlife Response Services..... 713-705-5897	When to Notify: Wildlife threatened or oiled by a release Oral: As soon as possible
NOAA Scientific Support Coordinator.... 504-589-4414/4416	

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Incident Commander

The Incident Commander is responsible for the overall management of the incident. The Incident Commander directs response activities, including the development and implementation of strategic decisions, and approves orders and release of resources.

Responsibilities	Comments
<input type="checkbox"/> ESTABLISH CONTACT WITH THE SITE PIC AND OBTAIN BRIEFING ON THE INCIDENT	
<input type="checkbox"/> COMPLETE THE INCIDENT REPORT FORM	
<input type="checkbox"/> ESTABLISH INITIAL OBJECTIVES FOR RESPONSE ACTIVITIES: <ul style="list-style-type: none"> • SAFETY OF LIFE AND HEALTH • PROTECTION OF THE ENVIRONMENT • PROTECTION OF PROPERTY AND ASSETS 	
<input type="checkbox"/> ACTIVATE NECESSARY INCIDENT MANAGEMENT TEAM MEMBERS AS NEEDED	
<input type="checkbox"/> ESTABLISH AN INCIDENT COMMAND POST	
<input type="checkbox"/> BRIEF INCIDENT MANAGEMENT TEAM ON STATUS OF THE INCIDENT	
<input type="checkbox"/> IMPLEMENT INCIDENT COMMAND SYSTEM PLANNING CYCLE:	
<input type="checkbox"/> MAINTAIN AN OVERALL VIEW OF RESPONSE EFFORTS	
<input type="checkbox"/> APPROVE RESOURCE REQUESTS AND DEMOBILIZATION AS APPROPRIATE	
<input type="checkbox"/> ESTABLISH FREQUENCY OF SITUATION UPDATES AND PERSONNEL TO ATTEND	
<input type="checkbox"/> COORDINATE RESPONSE EFFORT WITH UNIFIED COMMAND	
<input type="checkbox"/> ENSURE ACCOUNTABILITY OF RESOURCES AND OVERALL SAFETY OF RESPONSE	
<input type="checkbox"/> CONSIDER EFFECTIVENESS OF INCIDENT MANAGEMENT TEAM AND SUPPLEMENT TEAM AS REQUIRED	
<input type="checkbox"/> AUTHORIZE RELEASE OF INFORMATION TO MEDIA, GOVERNMENT AGENCIES, COMPANY PERSONNEL, AND RESPONSE ORGANIZATION	
<input type="checkbox"/> APPROVE AND AUTHORIZE THE IMPLEMENTATION OF AN INCIDENT ACTION PLAN	

Incident Commander

The Incident Commander is responsible for the overall management of the incident. The Incident Commander directs response activities, including the development and implementation of strategic decisions, and approves orders and release of resources.

Responsibilities	Comments
<input type="checkbox"/> STAND DOWN THE IMT WHEN APPROPRIATE	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON INDIVIDUAL LOG (ICS 214A); ENSURE THAT ALL COMMAND STAFF MEMBERS MAINTAIN UNIT LOG (ICS 214) AND INDIVIDUAL LOG (ICS 214A)	

Administrative Assistant

The Administrative Assistant to the Incident Commander is responsible for performing all necessary documentation, notification, and other administrative duties for the Incident Commander.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM INCIDENT COMMANDER	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES	
<input type="checkbox"/> ASSIST WITH NOTIFICATION OF THE COMMAND STAFF IF REQUIRED	
<input type="checkbox"/> INITIATE A PHONE LOG TO RECORD ALL INCOMING/OUTGOING INCIDENT COMMANDER CALLS	
<input type="checkbox"/> PREPARE COPIES AS NECESSARY	
<input type="checkbox"/> MAINTAIN NOTES OF ALL MEETINGS	
<input type="checkbox"/> ESTABLISH CHECK-IN/CHECK-OUT SYSTEM FOR THE IMT	
<input type="checkbox"/> MAINTAIN ACCESSIBLE, UPDATED PHONE LISTS FOR THE INCIDENT COMMANDER AND IMT	
<input type="checkbox"/> MAINTAIN ACCURACY, COMPLETENESS, AND SECURITY OF ALL RECORDS	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Deputy Incident Commander

The Deputy Incident Commander is responsible for oversight and management of the general staff, overseeing all response-related issues, and filling the role of Incident Commander as needed.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM INCIDENT COMMANDER	
<input type="checkbox"/> FILL THE ROLE OF INCIDENT COMMANDER AS NEEDED	
<input type="checkbox"/> ORGANIZE AND MANAGE GENERAL STAFF	
<input type="checkbox"/> ENSURE NECESSARY SECTION CHIEF POSITIONS ARE FILLED	
<input type="checkbox"/> ENSURE ALL SECTION CHIEFS HAVE NECESSARY RESOURCES TO SUPPORT CURRENT OPERATIONS	
<input type="checkbox"/> COORDINATE MEETINGS ON CRITICAL TACTICAL EVENTS TO ENSURE SAFE OPERATIONS	
<input type="checkbox"/> LIAISE BETWEEN INCIDENT COMMANDER AND SECTION CHIEFS	
<input type="checkbox"/> FORWARD COMMAND DIRECTIVES TO ALL SECTION CHIEFS	
<input type="checkbox"/> ENSURE ALL INCIDENT MANAGEMENT TEAM MEMBERS ARE AWARE OF MEETING SCHEDULE	
<input type="checkbox"/> MONITOR TACTICAL OPERATIONS AND ENSURE THE INCIDENT ACTION PLAN (IAP) IS IMPLEMENTED IN THE FIELD	
<input type="checkbox"/> RESOLVE CONFLICTS AND STREAMLINE INFORMATION FLOW WITHIN THE GENERAL STAFF	
<input type="checkbox"/> PROVIDE DIRECTION AND ASSISTANCE TO THE GENERAL STAFF AS NEEDED	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Administrative Assistant

The Administrative Assistant to the Deputy Incident Commander is responsible for performing all necessary documentation, notification, and other administrative duties for the Deputy Incident Commander.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM DEPUTY INCIDENT COMMANDER	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES	
<input type="checkbox"/> ASSIST WITH NOTIFICATION OF THE GENERAL STAFF IF REQUIRED	
<input type="checkbox"/> INITIATE A PHONE LOG TO RECORD ALL INCOMING/OUTGOING DEPUTY INCIDENT COMMANDER CALLS	
<input type="checkbox"/> PREPARE COPIES AS NECESSARY	
<input type="checkbox"/> MAINTAIN NOTES OF ALL MEETINGS	
<input type="checkbox"/> ASSIST WITH CHECK-IN/CHECK-OUT SYSTEM FOR THE IMT	
<input type="checkbox"/> KEEP UPDATED PHONE LIST FOR THE DEPUTY INCIDENT COMMANDER	
<input type="checkbox"/> MAINTAIN ACCURACY, COMPLETENESS, AND SECURITY OF ALL RECORDS	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Safety Officer

The Safety Officer is responsible for ensuring that all health, safety, and environmental issues are fully understood by the response organization, and that response operations are carried out in compliance with company policy and agency regulations. The Safety Officer is authorized to stop any operation that is not in compliance with company policy or regulations.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM INCIDENT COMMANDER	
<input type="checkbox"/> IDENTIFY INCIDENT HAZARDS AND DEVELOP RISK MITIGATION STRATEGIES FOR EMPLOYEES, RESPONDERS, AND THE PUBLIC	
<input type="checkbox"/> ASSESS NEED FOR AND ASSIGN SAFETY RESOURCES (ASSISTANT SAFETY OFFICERS)	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS AS REQUIRED	
<input type="checkbox"/> COORDINATE ACCIDENT, INJURY, AND ILLNESS REPORTING WITH LEGAL OFFICER	
<input type="checkbox"/> PREPARE AND DELIVER DAILY SAFETY ALERTS AND/OR BULLETINS	
<input type="checkbox"/> COORDINATE SAFETY INSPECTIONS AND INVESTIGATIONS DURING INCIDENT WHEN SAFE TO DO SO	
<input type="checkbox"/> DEVELOP AND DISTRIBUTE THE FOLLOWING <ul style="list-style-type: none"> • SITE SAFETY PLAN (ICS 208) • WORK SAFETY ANALYSIS WORKSHEET (ICS 215A) 	
<input type="checkbox"/> COORDINATE DEVELOPMENT OF MEDICAL PLAN (ICS 206) WITH MEDICAL UNIT LEADER	
<input type="checkbox"/> REVIEW IAP FOR SAFETY ISSUES AND HAZARD MITIGATION MEASURES	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Liaison Officer

The Liaison Officer notifies government agencies of the incident, and remains the point of contact for personnel assigned to the incident from assisting or cooperating agencies.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM INCIDENT COMMANDER	
<input type="checkbox"/> MAKE APPROPRIATE REGULATORY NOTIFICATIONS	
<input type="checkbox"/> ESTABLISH AND COORDINATE ASSISTING/COOPERATING AGENCY COMMUNICATIONS <ul style="list-style-type: none"> • POINTS OF CONTACT • METHODS OF COMMUNICATION (E.G. PHONE, RADIO FREQ., EMAIL) • CONSTRAINTS AND LIMITATIONS 	
<input type="checkbox"/> PERIODICALLY BRIEF ASSISTING/COOPERATING AGENCIES	
<input type="checkbox"/> IDENTIFY PERCEIVED CONCERNS OF ASSISTING/COOPERATING AGENCIES; KEEP COMMAND APPRISED OF SUCH ISSUES AS: <ul style="list-style-type: none"> • LOGISTICAL PROBLEMS • INADEQUATE COMMUNICATIONS • STRATEGIC AND TACTICAL DIRECTION • GOVERNMENT DISPLEASURE 	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS; PROVIDE THE FOLLOWING INFORMATION REGARDING ASSISTING/COOPERATING AGENCIES <ul style="list-style-type: none"> • CURRENT RESOURCE CAPABILITIES • OBJECTIVES 	
<input type="checkbox"/> WORK WITH PUBLIC INFORMATION OFFICER AND INCIDENT COMMANDER TO COORDINATE MEDIA RELEASES CONCERNING ASSISTING/COOPERATING AGENCIES	
<input type="checkbox"/> COORDINATE ACTIVITIES OF VIPS AND DIGNITARIES	
<input type="checkbox"/> COORDINATE CASUALTY DETAILS WITH APPROPRIATE ASSISTING/COOPERATING AGENCIES AS REQUIRED	
<input type="checkbox"/> ENSURE ALL REQUIRED ASSISTING/COOPERATING AGENCY FORMS, REPORTS, AND DOCUMENTS ARE COMPLETED PRIOR TO DEMOBILIZATION	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Public Information Officer

The Public Information Officer is responsible for developing and releasing information about the incident to the media, response organization, and assisting/cooperating agencies.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM THE INCIDENT COMMANDER	
<input type="checkbox"/> OBTAIN GUIDANCE ON INFORMATION RELEASE FROM INCIDENT COMMANDER	
<input type="checkbox"/> ASSESS POTENTIAL FOR MEDIA EXPOSURE OF THE INCIDENT	
<input type="checkbox"/> BRIEF SECURITY AND RECEPTIONIST ON PROCEDURES FOR MEDIA INQUIRIES AND ON-SITE MEDIA ACCESS CONTROL	
<input type="checkbox"/> ESTABLISH/MANAGE JOINT INFORMATION CENTER AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ATTEND AND PROVIDE INPUT FOR ALL REQUIRED INCIDENT MEETINGS	
<input type="checkbox"/> PREPARE CORPORATE MEDIA INFORMATION PACKAGES	
<input type="checkbox"/> PREPARE DESIGNATED COMPANY SPOKESPERSON FOR MEDIA BRIEFINGS	
<input type="checkbox"/> FACILITATE MEDIA BRIEFINGS	
<input type="checkbox"/> MAINTAIN CURRENT INCIDENT INFORMATION SUMMARIES AND DISPLAYS IN THE JIC	
<input type="checkbox"/> MONITOR ALL LOCAL MEDIA OUTLETS FOR RELEASES CONCERNING THE INCIDENT	
<input type="checkbox"/> ENSURE THAT ALL REQUIRED FORMS AND DOCUMENTS ARE COMPLETE AND ACCURATE	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Human Resources Officer

The Human Resources Officer is responsible for reviewing and advising the Incident Commander regarding matters pertinent to response personnel issues during the incident response.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM THE INCIDENT COMMANDER	
<input type="checkbox"/> OBTAIN CURRENT POB LIST FROM THE AFFECTED SITE	
<input type="checkbox"/> OBTAIN COPIES OF ANY RELATED PRESS RELEASES, PARTICULARLY THE HOLDING STATEMENT, IF APPROVED	
<input type="checkbox"/> MAKE PREPARATIONS TO RECEIVE DISPLACED EMPLOYEES IN COOPERATION WITH LOGISTICS AND OPERATIONS SECTION CHIEFS	
<input type="checkbox"/> ENSURE CONTRACTORS ARE PREPARED TO RECEIVE THEIR DISPLACED EMPLOYEES	
<input type="checkbox"/> ENSURE ADEQUATE RESPONSE PERSONNEL TO COPE WITH THE NUMBER OF CALLS IN THE CALL CENTER; ORGANIZE RELIEFS FOR CALL CENTER RESPONDERS AS REQUIRED	
<input type="checkbox"/> PREPARE STATEMENTS FOR FAMILY MEMBERS OF AFFECTED EMPLOYEES; OBTAIN IC AND LEGAL OFFICER APPROVAL PRIOR TO RELEASE	
<input type="checkbox"/> PREPARE STATEMENTS FOR CONTRACTORS REGARDING AFFECTED EMPLOYEES; OBTAIN IC AND LEGAL OFFICER APPROVAL PRIOR TO RELEASE	
<input type="checkbox"/> DESIGNATE A REPRESENTATIVE TO MEET INJURED PERSONNEL AT LOCAL MEDICAL FACILITY	
<input type="checkbox"/> ASSIST WITH TRAVEL DOCUMENTS, PERSONAL ITEMS, CLOTHING, TRANSPORTATION, AND LODGING, AS ALL MAY HAVE BEEN LOST DUE TO INCIDENT	
<input type="checkbox"/> COORDINATE BENEFITS AND/OR WORKERS COMPENSATION CLAIMS	
<input type="checkbox"/> COORDINATE HOSPITALIZATION AND MEDICAL SUPPORT SERVICES WITH MEDICAL DIRECTOR	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Legal Officer

The Legal Officer is responsible for advising the Incident Commander regarding matters pertinent to any liability, admission, or actions assumed or taken during incident response.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM INCIDENT COMMANDER	
<input type="checkbox"/> ADVISE CORPORATE LEGAL ADVISOR OF INCIDENT AND ANY POTENTIAL NEEDS	
<input type="checkbox"/> ASSESS THE NEED TO OBTAIN SPECIALIZED OUTSIDE LEGAL COUNSEL	
<input type="checkbox"/> ADVISE INCIDENT MANAGEMENT TEAM ON PRESERVATION OF DOCUMENTS AND PHYSICAL EVIDENCE TO BE MANAGED BY DOCUMENTATION UNIT LEADER	
<input type="checkbox"/> COORDINATE WITH LIAISON OFFICER TO ENSURE ALL REQUIRED REGULATORY NOTIFICATIONS ARE COMPLETED	
<input type="checkbox"/> REVIEW AND APPROVE ANY NEW CONTRACTS FOR SERVICES AS NEEDED	
<input type="checkbox"/> REVIEW ALL OUTSIDE COMMUNICATIONS AND MEDIA RELEASES	
<input type="checkbox"/> DETERMINE CONTRACTUAL OBLIGATIONS	
<input type="checkbox"/> COORDINATE NOTIFICATION OF INSURANCE UNDERWRITERS	
<input type="checkbox"/> PRIMARY CONTACT FOR LAWYERS REPRESENTING OTHER PARTIES	
<input type="checkbox"/> COORDINATE POST-INCIDENT INVESTIGATIONS WITH APPROPRIATE INTERNAL AND EXTERNAL GROUPS	
<input type="checkbox"/> ASSESS AND ADVISE ON POTENTIAL LEGAL RAMIFICATIONS OF THE INCIDENT	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Engineering Unit Leader

The Engineering Unit Leader is responsible for providing technical expertise to facilitate management of specialized aspects of response operations.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM SOURCE CONTROL SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH ENGINEERING UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR UNIT RESOURCES	
<input type="checkbox"/> PROVIDE ENGINEERING DRAWINGS FOR THE AFFECTED FACILITY, DATA ON EQUIPMENT DESIGN/SPECIFICATIONS, EQUIPMENT MAINTENANCE RECORDS, AND ANY OTHER ENGINEERING DATA REQUIRED FOR THE INCIDENT	
<input type="checkbox"/> INTERPRET ENGINEERING STANDARDS IN RELATION TO REGULATORY REQUIREMENTS	
<input type="checkbox"/> MAINTAIN A CURRENT TIME TABLE DISPLAYING EQUIPMENT REPAIR STATUS AND ENGINEERING SERVICES	
<input type="checkbox"/> MAINTAIN ACCURACY, COMPLETENESS, AND SECURITY OF RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF ENGINEERING UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Marine Unit Leader

The Marine Unit Leader is responsible for managing all marine-related aspects of incident response operations.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM SOURCE CONTROL SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH MARINE UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR UNIT RESOURCES	
<input type="checkbox"/> PROVIDE ORGANIZATION, DIRECTION, AND OVERSIGHT TO THE SALVAGE MANAGER, STABILITY/STRUCTURE MANAGER, AND FIRE CONTROL MANAGER	
<input type="checkbox"/> COORDINATE ALL MARINE UNIT ACTIVITY WITH THE SOURCE CONTROL SECTION CHIEF AND THE OPERATIONS SECTION CHIEF	
<input type="checkbox"/> MANAGE SAFETY ZONES (AIR AND WATER)	
<input type="checkbox"/> MANAGE VESSEL TRAFFIC AND COMMUNICATION	
<input type="checkbox"/> INVESTIGATE AND REPORT MARINE FACTORS AFFECTING THE INCIDENT TO THE LEGAL OFFICER	
<input type="checkbox"/> MAINTAIN ACCURACY, COMPLETENESS, AND SECURITY OF RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF MARINE GROUP	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Stability/Structure Manager

The Stability/Structure Manager is responsible for coordinating the response to Stability/Structure issues. The Stability/Structure Manager reports work progress, resource status, and other important information, and maintains work records on assigned personnel.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM MARINE UNIT LEADER	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH STABILITY/STRUCTURE OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> REVIEW LATEST DAILY STABILITY CALCULATIONS AND DECK LOAD DATA	
<input type="checkbox"/> REVIEW AND ASSIGN TASKS TO SUBORDINATES	
<input type="checkbox"/> MONITOR WORK PROGRESS AND MAKE CHANGES WHEN NECESSARY	
<input type="checkbox"/> KEEP SUPERVISOR INFORMED OF PROGRESS AND ANY CHANGES	
<input type="checkbox"/> RETAIN CONTROL OF ASSIGNED RESOURCES WHILE IN "AVAILABLE" OR "OUT-OF-SERVICE" STATUS	
<input type="checkbox"/> SUBMIT SITUATION AND RESOURCE STATUS INFORMATION THROUGH THE CHAIN OF COMMAND, AS NECESSARY; DEBRIEF AS DIRECTED AT THE END OF EACH SHIFT	
<input type="checkbox"/> MAINTAIN ACCURACY, COMPLETENESS, AND SECURITY OF ALL RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF STABILITY/STRUCTURE	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Fire Control Manager

The Fire Control Manager is responsible for coordinating the firefighting response. The Fire Control Manager reports work progress, resource status, and other important information, and maintains work records on assigned personnel.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM MARINE GROUP SUPERVISOR	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH FIRE CONTROL OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> REVIEW AND ASSIGN TASKS TO SUBORDINATES	
<input type="checkbox"/> MONITOR WORK PROGRESS AND MAKE CHANGES WHEN NECESSARY	
<input type="checkbox"/> KEEP SUPERVISOR INFORMED OF PROGRESS AND ANY CHANGES	
<input type="checkbox"/> RETAIN CONTROL OF ASSIGNED RESOURCES WHILE IN "AVAILABLE" OR "OUT-OF-SERVICE" STATUS	
<input type="checkbox"/> SUBMIT SITUATION AND RESOURCE STATUS INFORMATION THROUGH THE CHAIN OF COMMAND, AS NECESSARY; DEBRIEF AS DIRECTED AT THE END OF EACH SHIFT	
<input type="checkbox"/> MAINTAIN ACCURACY, COMPLETENESS, AND SECURITY OF ALL RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF FIRE CONTROL TASK FORCE	
<input type="checkbox"/> MAINTAIN UNIT LOG (ICS 214/ICS 214A)	

Operations Section Chief

The Operations Section Chief manages tactical response operations in the field. This includes preparing and implementing the tactical portion of the Incident Action Plan (IAP), monitoring incident response progress, and enforcing the Site Safety Plan.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM DEPUTY INCIDENT COMMANDER: <ul style="list-style-type: none"> • STATUS OF INCIDENT AND PERSONNEL • OBJECTIVES AND RECOMMENDED STRATEGIES • STATUS OF CURRENT TACTICAL ASSIGNMENTS • CURRENT ORGANIZATION, LOCATION OF RESOURCES, AND ASSIGNMENTS • LOCATION OF CURRENT STAGING AREAS AND RESOURCES ASSIGNED THERE • CURRENT SITE SAFETY PLAN 	
<input type="checkbox"/> DEVELOP AND MANAGE TACTICAL OPERATIONS TO MEET INCIDENT OBJECTIVES	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> MANAGE OPERATIONS SECTION FOR EFFICIENCY, SAFETY, AND SPAN OF CONTROL	
<input type="checkbox"/> ESTABLISH AND DEMOBILIZE STAGING AREAS	
<input type="checkbox"/> CONDUCT OPERATIONS BRIEF: <ul style="list-style-type: none"> • BRIEF TACTICAL ELEMENTS (BRANCHES, DIVISIONS/GROUPS, TASK FORCE/STRIKE TEAM LEADERS) ON ASSIGNMENTS • BRIEF STAGING AREA MANAGER ON RESOURCES TO BE MAINTAINED 	
<input type="checkbox"/> ESTABLISH SURVEILLANCE PROGRAM: <ul style="list-style-type: none"> • AERIAL • MARITIME 	
<input type="checkbox"/> ASSESS LIFE SAFETY: <ul style="list-style-type: none"> • ADJUST PERIMETERS TO ENSURE SITE SECURITY AS NEEDED • EVALUATE AND ENFORCE USE OF PERSONAL PROTECTION EQUIPMENT (PPE) AND RESPONSE EQUIPMENT • IMPLEMENT AND ENFORCE APPROPRIATE HAZARD MITIGATION MEASURES 	

Operations Section Chief

The Operations Section Chief manages tactical response operations in the field. This includes preparing and implementing the tactical portion of the Incident Action Plan (IAP), monitoring incident response progress, and enforcing the Site Safety Plan.

Responsibilities	Comments
<input type="checkbox"/> EVALUATE SITUATION AND PROVIDE UPDATE TO PLANNING SECTION: <ul style="list-style-type: none"> • LOCATION, STATUS, AND ASSIGNMENT OF RESOURCES • EFFECTIVENESS OF TACTICS • DESIRED CONTINGENCY PLANS 	
<input type="checkbox"/> ASSIST PLANNING SECTION WITH THE DEVELOPMENT OF OPERATIONS PORTION OF THE IAP <ul style="list-style-type: none"> • IDENTIFY ASSIGNMENTS BY DIVISION OR GROUP • IDENTIFY SPECIFIC TACTICAL ASSIGNMENTS • IDENTIFY RESOURCES NEEDED TO ACCOMPLISH ASSIGNMENTS 	
<input type="checkbox"/> ENSURE COORDINATION OF THE OPERATIONS SECTION WITH OTHER STAFF: <ul style="list-style-type: none"> • TIME-KEEPING LOGS, ACTIVITY LOGS, AND EQUIPMENT USE DOCUMENTS ARE MAINTAINED/DELIVERED TO APPROPRIATE SECTIONS • ENSURE USE OF ORDERING PROCESS • NOTIFY LOGISTICS SECTION OF COMMUNICATIONS PROBLEMS • KEEP PLANNING UP-TO-DATE WITH RESOURCE AND SITUATION STATUS • NOTIFY LIAISON OFFICER OF ISSUES CONCERNING ASSISTING/COOPERATING AGENCY RESOURCES 	
<input type="checkbox"/> APPROVE SUGGESTED LIST OF RESOURCES TO BE RELEASED FROM ASSIGNED STATUS (NOT RELEASED FROM THE INCIDENT)	
<input type="checkbox"/> REPORT INFORMATION ABOUT DEVIATIONS IN IAP IMPLEMENTATION, SPECIAL ACTIVITIES AND EVENTS TO DEPUTY INCIDENT COMMANDER, PLANNING SECTION CHIEF, AND PUBLIC INFORMATION OFFICER	
<input type="checkbox"/> REVIEW DEVIATIONS TO THE PLANNED TACTICAL OPERATIONS; FORWARD RECOMMENDATIONS TO THE DIC	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Staging Area Manager

The Staging Area Manager is responsible for managing all activities within the Staging Area.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM PERSON BEING RELIEVED AND FROM IMMEDIATE SUPERVISOR	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES) (I.E. EQUIPMENT, SANITATION, SECURITY, ETC.)	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR STAGING AREA RESOURCES	
<input type="checkbox"/> ESTABLISH CHECK-IN FUNCTION FOR EQUIPMENT (ICS 211E) AND PERSONNEL (ICS 211P) AS APPROPRIATE	
<input type="checkbox"/> RESPOND TO REQUESTS FOR RESOURCE ASSIGNMENT	
<input type="checkbox"/> KEEP OSC INFORMED OF RESOURCE INVENTORY EXTREMES	
<input type="checkbox"/> MAINTAIN ORDERLINESS AND EFFICIENCY OF STAGING AREA	
<input type="checkbox"/> REQUEST MAINTENANCE SERVICE AS NEEDED	
<input type="checkbox"/> MAINTAIN ACCURACY, COMPLETENESS, AND SECURITY OF ALL RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF STAGING AREA	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Planning Section Chief

The Planning Section Chief is responsible for the collection, evaluation, and dissemination of information and maintaining status of assigned resources. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) determine available strategies for the incident.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM DEPUTY INCIDENT COMMANDER	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH AND MAINTAIN RESOURCE TRACKING SYSTEM	
<input type="checkbox"/> COLLECT, EVALUATE, AND DISPLAY INCIDENT INFORMATION <ul style="list-style-type: none"> • WEATHER FORECAST FOR AFFECTED LOCATIONS • CHARTS/MAPS OF INCIDENT AREA • DIAGRAMS/MODELS/SCHEMATICS • RESPONSE PRIORITIES AND OBJECTIVES • ORGANIZATION STRUCTURE • CURRENT ACTIVITIES 	
<input type="checkbox"/> COMPLETE INCIDENT BRIEFING FORM (ICS 201) IF NOT PREVIOUSLY COMPLETED, AND PROVIDE COPIES TO COMMAND AND GENERAL STAFF	
<input type="checkbox"/> ADVISE INCIDENT MANAGEMENT TEAM MEMBERS OF SIGNIFICANT CHANGES IN INCIDENT STATUS	
<input type="checkbox"/> DEVELOP STRATEGIES AND TACTICAL PLANS WITH THE OPERATIONS SECTION CHIEF FOR INCLUSION IN THE IAP	
<input type="checkbox"/> FACILITATE ALL MEETINGS AND BRIEFINGS IN PLANNING CYCLE	
<input type="checkbox"/> SUPERVISE PREPARATION OF THE IAP <ul style="list-style-type: none"> • ESTABLISH PLANNING SCHEDULE • PROVIDE CONTINGENCY PLAN INFORMATION TO OPERATIONS SECTION AND COMMAND STAFF • VERIFY COORDINATION OF SUPPORT, SERVICES, AND RESOURCE NEEDS WITH LOGISTICS SECTION BEFORE RELEASING IAP • INCLUDE FINANCIAL DOCUMENTATION FORMS IN IAP IF REQUESTED BY FINANCE SECTION • COORDINATE IAP CHANGES WITH COMMAND AND GENERAL STAFF PERSONNEL AND DISTRIBUTE WRITTEN CHANGES 	
<input type="checkbox"/> PROVIDE PERIODIC PREDICTIONS ON INCIDENT POTENTIAL	

Planning Section Chief

The Planning Section Chief is responsible for the collection, evaluation, and dissemination of information and maintaining status of assigned resources. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) determine available strategies for the incident.

Responsibilities	Comments
<input type="checkbox"/> PREPARE ALTERNATE STRATEGIES IF NEEDED	
<input type="checkbox"/> ENSURE THE INCIDENT IS PROPERLY DOCUMENTED AND A RECORD-KEEPING SYSTEM IS DEVELOPED	
<input type="checkbox"/> ESTABLISH RESOURCE ASSESSMENT TEAM TO PREPARE RECOMMENDATIONS FOR DEMOBILIZATION OF RESOURCES	
<input type="checkbox"/> OVERSEE AND IMPLEMENT DEMOBILIZATION PLAN	
<input type="checkbox"/> TRACK LESSONS LEARNED AND ONGOING ISSUES TO IMPROVE FUTURE RESPONSES	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Situation Unit Leader

The Situation Unit Leader is responsible for collecting, processing, and organizing information related to the growth of the incident, mitigation of the incident, and intelligence activities. The Situation Unit Leader may need to prepare projections, maps, etc.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM PLANNING SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH SITUATION UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> COLLECT AND ANALYZE INCIDENT DATA	
<input type="checkbox"/> PREPARE, DISPLAY, AND DISTRIBUTE RESOURCE AND SITUATION STATUS INFORMATION ON SITUATION STATUS BOARDS, AS REQUIRED	
<input type="checkbox"/> PREPARE PERIODIC PROJECTIONS OR AS REQUESTED BY THE PSC	
<input type="checkbox"/> PREPARE THE INCIDENT STATUS SUMMARY (ICS 209)	
<input type="checkbox"/> PROVIDE PHOTOGRAPHIC SERVICES AND MAPS, AS REQUIRED	
<input type="checkbox"/> CONDUCT SITUATION BRIEFINGS AS REQUIRED BY THE PSC	
<input type="checkbox"/> DEVELOP AND MAINTAIN MASTER CHART(S)/MAP(S) OF THE INCIDENT	
<input type="checkbox"/> MAINTAIN COMMON OPERATIONAL PICTURE (COP)	
<input type="checkbox"/> MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF SITUATION UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Resource Unit Leader

The Resource Unit Leader is responsible for maintaining the status of all assigned tactical resources and personnel at the incident.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM PLANNING SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH RESOURCE UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> ESTABLISH THE CHECK-IN FUNCTION AT INCIDENT LOCATIONS	
<input type="checkbox"/> PREPARE ORGANIZATION ASSIGNMENT LIST (ICS 203) AND ORGANIZATION CHART (ICS 207)	
<input type="checkbox"/> PREPARE APPROPRIATE PARTS OF DIVISION ASSIGNMENT LIST (ICS 204)	
<input type="checkbox"/> MAINTAIN AND POST THE CURRENT STATUS AND LOCATION OF ALL TACTICAL RESOURCES ON RESOURCE STATUS BOARDS	
<input type="checkbox"/> MAINTAIN MASTER ROSTER OF ALL TACTICAL RESOURCES CHECKED IN AT THE INCIDENT	
<input type="checkbox"/> MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF RESOURCE UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Demobilization Unit Leader

The Demobilization Unit Leader is responsible for developing and implementing the Incident Demobilization Plan.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM PLANNING SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH DEMOBILIZATION UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR UNIT RESOURCES	
<input type="checkbox"/> MONITOR INCIDENT RESOURCE RECORDS TO DETERMINE SIZE/EXTENT OF DEMOBILIZATION EFFORT; DEVELOP A RESOURCE MATRIX	
<input type="checkbox"/> IDENTIFY SURPLUS RESOURCES AND PROBABLE DEMOBILIZATION TIME	
<input type="checkbox"/> ESTABLISH COMMUNICATIONS WITH OFF-SITE FACILITIES, AS NEEDED	
<input type="checkbox"/> DEVELOP THE INCIDENT DEMOBILIZATION PLAN, INCLUDING <ul style="list-style-type: none"> • GENERAL INFORMATION SECTION • RESPONSIBILITIES SECTION • RELEASE PRIORITIES • DEMOBILIZATION CHECKOUT FORM (ICS 221) • DIRECTORY 	
<input type="checkbox"/> DISTRIBUTE THE DEMOBILIZATION PLAN; SUPERVISE PLAN EXECUTION; KEEP PSC APPRISED OF PLAN PROGRESS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF DEMOBILIZATION UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Documentation Unit Leader

The Documentation Unit Leader is responsible for the maintenance of accurate, current incident files. Examples of incident documentation include: Incident Action Plan(s), incident reports, communication logs, individual logs, unit logs, injury claims, situation status reports, photographs, electronic media, etc. Thorough documentation is critical to post-incident analysis and investigations. The Documentation Unit Leader must ensure that each section is maintaining and providing appropriate documents. The Documentation Unit Leader will provide duplication/copying services for all sections, and store incident files for legal, analytical, and historical purposes.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM PLANNING SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH DOCUMENTATION UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR UNIT RESOURCES	
<input type="checkbox"/> ORGANIZE INCIDENT FILES IN COORDINATION WITH PSC AND LEGAL OFFICER	
<input type="checkbox"/> ESTABLISH DUPLICATION/COPYING SERVICE; RESPOND TO REQUESTS	
<input type="checkbox"/> REVIEW RECORDS FOR ACCURACY AND COMPLETENESS; INFORM APPROPRIATE UNITS OF ERRORS/OMISSIONS	
<input type="checkbox"/> PROVIDE INCIDENT DOCUMENTATION AS REQUESTED	
<input type="checkbox"/> PREPARE FINAL INCIDENT DOCUMENTATION PACKAGE	
<input type="checkbox"/> MAINTAIN SECURITY OF ALL INCIDENT RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF DOCUMENTATION UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Logistics Section Chief

The Logistics Section Chief is responsible for all of the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment, and supplies as requested by or in support of response operations.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM DEPUTY INCIDENT COMMANDER	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> REVIEW OPERATIONAL PLANS AND CONTINGENCIES (ICS 215) FOR UPCOMING OPERATIONAL PERIOD FOR ABILITY TO PROVIDE RESOURCES AND LOGISTICAL SUPPORT	
<input type="checkbox"/> ADVISE INCIDENT MANAGEMENT TEAM ON AVAILABILITY OF RESOURCES TO SUPPORT INCIDENT NEEDS	
<input type="checkbox"/> COORDINATE AND PROCESS REQUESTS FOR ADDITIONAL RESOURCES	
<input type="checkbox"/> INFORM INCIDENT COMMANDER OF LOGISTICS SHORTAGES	
<input type="checkbox"/> PREPARE COMMUNICATIONS PLAN (ICS 205) AND MEDICAL PLAN (ICS 206)	
<input type="checkbox"/> REVIEW INCIDENT ACTION PLAN (IAP) AND ESTIMATE SECTION RESOURCE NEEDS FOR NEXT OPERATIONAL PERIOD	
<input type="checkbox"/> OBTAIN DEMOBILIZATION PLAN (ICS 221) FROM PLANNING SECTION	
<input type="checkbox"/> RECOMMEND RELEASE OF UNIT RESOURCES IN CONFORMANCE WITH DEMOBILIZATION PLAN	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Service Branch Director

The Service Branch Director is under the direction of the Logistics Section Chief, and is responsible for the management of all service activities at the incident. The Service Branch Director supervises the operations of the Communications, Medical, and Food Units.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM LOGISTICS SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> IDENTIFY, ASSEMBLE, BRIEF, AND ORGANIZE SERVICE BRANCH PERSONNEL ALREADY DISPATCHED TO THE INCIDENT	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY ADDITIONAL RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> PROVIDE OVERSIGHT AND DIRECTION FOR COMMUNICATIONS, MEDICAL, AND FOOD UNITS	
<input type="checkbox"/> REPORT STATUS OF SERVICE BRANCH ACTIVITIES TO LOGISTICS SECTION CHIEF	
<input type="checkbox"/> RESOLVE PROBLEMS ASSOCIATED WITH OPERATIONS SECTION REQUESTS	
<input type="checkbox"/> RESOLVE ANY SERVICE BRANCH ISSUES/CONCERNS	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Food Unit Leader

The Food Unit Leader is responsible for supplying the foods needs for the entire incident, including for all remote locations (e.g. Staging Areas) and for personnel who are on tactical field assignments.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM LOGISTICS SECTION CHIEF OR SERVICE BRANCH DIRECTOR	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH FOOD UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> DETERMINE AN APPROPRIATE FOOD DISTRIBUTION METHOD FOR EACH FACILITY OR SITUATION	
<input type="checkbox"/> ENSURE THAT WELL-BALANCED MEALS ARE SUPPLIED	
<input type="checkbox"/> MAINTAIN AN ADEQUATE INVENTORY OF FOOD AND WATER	
<input type="checkbox"/> MAINTAIN FOOD SERVICE AREAS, ENSURING THAT ALL PROPER HEALTH AND SAFETY MEASURES ARE APPLIED	
<input type="checkbox"/> MAINTAIN ACCURATE AND COMPLETE RECORDS; MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF FOOD UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Medical Unit Leader

The Medical Unit Leader is responsible for developing the Medical Plan, providing medical care, obtaining medical aid and transportation for injured/ill response personnel, coordinating with other functions to resolve health and safety issues, and preparing medical reports/records.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM LOGISTICS SECTION CHIEF OR SERVICE BRANCH DIRECTOR	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED; PROVIDE MEDICAL INPUT	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH MEDICAL UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> PREPARE AND IMPLEMENT MEDICAL PLAN (ICS 206)	
<input type="checkbox"/> COORDINATE WITH SAFETY OFFICER, OPERATIONS, HAZMAT SPECIALISTS, AND OTHERS ON PERSONNEL PROTECTION PROCEDURES	
<input type="checkbox"/> PREPARE PROCEDURES FOR MAJOR MEDICAL EMERGENCY	
<input type="checkbox"/> MANAGE ALL MEDICAL ASPECTS OF THE INCIDENT, INCLUDING <ul style="list-style-type: none"> • MEDICAL CARE, TRANSPORTATION, AND TRACKING OF INJURED/ILL INCIDENT PERSONNEL • REQUESTS FOR MEDICAL AID AND SUPPLIES 	
<input type="checkbox"/> WITH FINANCE SECTION, PREPARE/SUBMIT NECESSARY DOCUMENTS FOR INJURIES, COMPENSATION, OR DEATHS	
<input type="checkbox"/> COORDINATE MORTUARY AFFAIRS, AS NEEDED	
<input type="checkbox"/> MAINTAIN ACCURATE AND COMPLETE MEDICAL RECORDS; PROVIDE FOR THEIR SECURITY AND PROPER DISPOSITION	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF MEDICAL UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Communications Unit Leader

The Communications Unit Leader is responsible for developing plans for the effective use of incident communications equipment and facilities, installing and testing communications equipment, supervising the Incident Communication Center, distributing communications equipment to incident personnel, and maintenance/repair of communications equipment.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM LOGISTICS SECTION CHIEF OR SERVICE BRANCH DIRECTOR	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH COMMUNICATIONS UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> PREPARE AND IMPLEMENT INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)	
<input type="checkbox"/> ESTABLISH INCIDENT COMMUNICATIONS CENTER AND MESSAGE CENTER	
<input type="checkbox"/> ESTABLISH COMMUNICATIONS EQUIPMENT DISTRIBUTION/MAINTENANCE LOCATIONS WITHIN THE BASE	
<input type="checkbox"/> INSTALL/TEST COMMUNICATIONS SYSTEMS	
<input type="checkbox"/> REPORT TO SERVICE BRANCH DIRECTOR, AS REQUIRED	
<input type="checkbox"/> MAINTAIN RECORDS ON COMMUNICATIONS EQUIPMENT; MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> RECOVER COMMUNICATIONS EQUIPMENT FROM DEMOBILIZED UNITS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF COMMUNICATIONS UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Support Branch Director

The Support Branch Director is under the direction of the Logistics Section Chief, and is responsible for the development and implementation of logistics plans in support of the Incident Action Plan (IAP). The Support Branch Director supervises the operations of the Supply, Facilities, and Ground Support Units.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM LOGISTICS SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> IDENTIFY, ASSEMBLE, BRIEF, AND ORGANIZE SUPPORT BRANCH PERSONNEL ALREADY DISPATCHED TO THE INCIDENT	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY ADDITIONAL RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> PROVIDE OVERSIGHT AND DIRECTION FOR SUPPLY, FACILITIES, AND GROUND SUPPORT UNITS	
<input type="checkbox"/> REPORT STATUS OF SUPPORT BRANCH ACTIVITIES TO LOGISTICS SECTION CHIEF	
<input type="checkbox"/> RESOLVE PROBLEMS ASSOCIATED WITH OPERATIONS SECTION REQUESTS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF SUPPORT BRANCH	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Supply Unit Leader

The Supply Unit Leader is responsible for receiving, storing, and distributing all supplies for the incident, maintaining an inventory of supplies, and storing, disbursing, and servicing non-expendable supplies and equipment.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM LOGISTICS SECTION CHIEF (OR SUPPORT BRANCH DIRECTOR, IF APPLICABLE)	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH SUPPLY UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> DETERMINE TYPE AND AMOUNT OF SUPPLIES ENROUTE	
<input type="checkbox"/> REVIEW INCIDENT ACTION PLAN FOR SUPPLY UNIT OPERATIONS	
<input type="checkbox"/> RECEIVE AND RESPOND TO RESOURCE REQUESTS	
<input type="checkbox"/> ORDER, RECEIVE, DISTRIBUTE, AND STORE SUPPLIES AND EQUIPMENT	
<input type="checkbox"/> MAINTAIN AN INVENTORY OF RESOURCES	
<input type="checkbox"/> SERVICE REUSABLE EQUIPMENT	
<input type="checkbox"/> SUBMIT REPORTS TO THE SUPPORT BRANCH DIRECTOR	
<input type="checkbox"/> MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/214A)	

Facilities Unit Leader

The Facilities Unit Leader is responsible for the set-up, maintenance, and demobilization of incident facilities (e.g. Base, ICP, Staging Areas, security services, etc.). The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel, and manages Base operations.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM LOGISTICS SECTION CHIEF OR SUPPORT BRANCH DIRECTOR	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> WITH FINANCE SECTION, DETERMINE AND SECURE SUITABLE LOCATIONS FOR INCIDENT SUPPORT FACILITIES	
<input type="checkbox"/> DETERMINE FACILITY REQUIREMENTS AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH FACILITIES UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> INSPECT FACILITIES PRIOR TO AND AFTER OCCUPATION; DOCUMENT CONDITIONS AND DAMAGE	
<input type="checkbox"/> PREPARE FACILITY LAYOUTS	
<input type="checkbox"/> PROVIDE EACH FACILITY WITH A MANAGER AND THE NECESSARY OPERATING PERSONNEL	
<input type="checkbox"/> PROVIDE SLEEPING FACILITIES, SECURITY SERVICES, FOOD AND WATER SERVICES, SANITATION AND SHOWER SERVICES (AS NEEDED), AND FACILITY MAINTENANCE SERVICES	
<input type="checkbox"/> ENSURE THAT ALL FACILITY RECORDS ARE ACCURATE AND COMPLETE; MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF FACILITIES	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Ground Support Unit Leader

The Ground Support Unit Leader is responsible for ensuring repair of primary tactical equipment, vehicles, mobile ground support equipment, and fueling services. The Ground Support Unit Leader is also responsible for transportation of personnel, supplies, food, and equipment in support of incident operations, recording all ground equipment usage time, and implementing the Incident Traffic Plan.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM LOGISTICS SECTION CHIEF OR SUPPORT BRANCH DIRECTOR	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH GROUND SUPPORT UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> DEVELOP AND IMPLEMENT ACCOUNTABILITY, SAFETY, AND SECURITY MEASURES FOR RESOURCES	
<input type="checkbox"/> DEVELOP AND IMPLEMENT THE TRAFFIC PLAN	
<input type="checkbox"/> NOTIFY THE RESOURCE UNIT OF ALL STATUS CHANGES ON SUPPORT AND TRANSPORTATION EQUIPMENT/VEHICLES	
<input type="checkbox"/> ARRANGE FOR MAINTENANCE, REPAIR, AND REFUELING OF SUPPORT AND TRANSPORTATION EQUIPMENT/VEHICLES	
<input type="checkbox"/> MAINTAIN INCIDENT ROADS	
<input type="checkbox"/> MAINTAIN SUPPORT VEHICLE INVENTORY (ICS 218)	
<input type="checkbox"/> MAINTAIN TIME/USAGE RECORDS ON ALL GROUND EQUIPMENT/VEHICLES	
<input type="checkbox"/> SUBMIT REPORTS TO SERVICE BRANCH DIRECTOR, AS DIRECTED	
<input type="checkbox"/> MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF GROUND SUPPORT UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Finance Section Chief

The Finance Section Chief is responsible for all financial and cost-analysis aspects of the incident and for supervising members of the Finance Section.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM DEPUTY INCIDENT COMMANDER	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS AS REQUIRED	
<input type="checkbox"/> ESTABLISH AFE AND DISSEMINATE TO ALL IMT SECTIONS	
<input type="checkbox"/> ESTABLISH DELEGATION OF AUTHORITY FOR COMMAND AND GENERAL STAFF PERSONNEL	
<input type="checkbox"/> MANAGE ALL FINANCIAL ASPECTS OF THE INCIDENT <ul style="list-style-type: none"> • CALCULATE CURRENT EXPENSES • FORECAST FUTURE COSTS 	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> DEVELOP PROCEDURES FOR MATERIAL PURCHASES	
<input type="checkbox"/> COORDINATE FINANCE OPERATIONS WITH RESPECTIVE SECTIONS WITHIN THE INCIDENT MANAGEMENT TEAM	
<input type="checkbox"/> REVIEW OPERATIONAL PLANS AND PROVIDE COST-ANALYSIS INPUT	
<input type="checkbox"/> PROVIDE FINANCIAL INPUT TO DEMOBILIZATION PLANNING	
<input type="checkbox"/> ENSURE ALL PERSONNEL TIME RECORDS ARE ACCURATELY COMPLETED	
<input type="checkbox"/> DOCUMENT ALL ACTIVITY ON UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Cost Unit Leader

The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost-saving recommendations for the incident.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM FINANCE SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH COST UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> OBTAIN DAILY EXPENDITURE TICKETS AND RECEIPTS	
<input type="checkbox"/> ENSURE THAT ALL REQUIRED COST UNIT RECORDS ARE CURRENT AND COMPLETE	
<input type="checkbox"/> DEVELOP INCIDENT COST SUMMARIES	
<input type="checkbox"/> PREPARE RESOURCE-USE COST ESTIMATES FOR THE PLANNING SECTION	
<input type="checkbox"/> PROVIDE COST REPORTS AND RECOMMENDATIONS TO THE FINANCE SECTION CHIEF	
<input type="checkbox"/> MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Procurement Unit Leader

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM FINANCE SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> OBTAIN THE INCIDENT PROCUREMENT PLAN, AND COORDINATE WITH INCIDENT MANAGEMENT TEAM ON INCIDENT NEEDS/SPECIAL PROCEDURES	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH PROCUREMENT UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> ENSURE THAT ALL REQUIRED PROCUREMENT UNIT RECORDS ARE CURRENT AND COMPLETE	
<input type="checkbox"/> INITIATE, PREPARE, AND AUTHORIZE ALL CONTRACTS, AGREEMENTS, AND OTHER DOCUMENTATION FOR BUILDING, LAND USE, AND SUPPLIES	
<input type="checkbox"/> FORWARD ALL COST DATA TO COST UNIT LEADER	
<input type="checkbox"/> MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> COMPLETE FINAL PROCESSING OF CONTRACTS, AND SEND DOCUMENTS FOR PAYMENT	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Time Unit Leader

The Time Unit Leader is responsible for equipment and personnel time recording.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM FINANCE SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH TIME UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> MAINTAIN CONTACT WITH APPROPRIATE ASSISTING/COOPERATING AGENCY REPRESENTATIVES	
<input type="checkbox"/> OBTAIN DAILY TIME RECORDS FROM ALL IMT MEMBERS	
<input type="checkbox"/> ENSURE THAT ALL REQUIRED TIME UNIT RECORDS ARE CURRENT AND COMPLETE <ul style="list-style-type: none"> ○ MAINTAIN SEPARATE LOGS FOR OVERTIME HOURS ○ SUBMIT COST ESTIMATE DATA FORMS TO THE COST UNIT, AS REQUIRED 	
<input type="checkbox"/> MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> RELEASE TIME REPORTS FOR ASSISTING/COOPERATING AGENCY PERSONNEL TO THE RESPECTIVE ASSISTING/COOPERATING AGENCY REPRESENTATIVES PRIOR TO DEMOBILIZATION	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Claims Unit Leader

The Compensation Claims Unit Leader is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities (other than injury) for the incident.

Responsibilities	Comments
<input type="checkbox"/> OBTAIN BRIEFING FROM FINANCE SECTION CHIEF	
<input type="checkbox"/> PARTICIPATE IN INCIDENT MEETINGS AND BRIEFINGS, AS REQUIRED	
<input type="checkbox"/> DETERMINE AND REQUEST NECESSARY RESOURCES (PERSONNEL/SUPPLIES)	
<input type="checkbox"/> ESTABLISH COMPENSATION CLAIMS UNIT OBJECTIVES; SUPERVISE PERSONNEL	
<input type="checkbox"/> ESTABLISH CLAIMS HOTLINE NUMBER AND PROCEDURES FOR DOCUMENTING AND PROCESSING CLAIMS IN COORDINATION WITH LEGAL AND RISK.	
<input type="checkbox"/> ESTABLISH CONTACT WITH THE MEDICAL UNIT LEADER, SAFETY OFFICER, AND LIAISON OFFICER	
<input type="checkbox"/> REVIEW INCIDENT MEDICAL PLAN (ICS 206)	
<input type="checkbox"/> REVIEW AND COORDINATE PROCEDURES FOR HANDLING CLAIMS WITH THE PROCUREMENT UNIT	
<input type="checkbox"/> DOCUMENT CLAIMS; SUBMIT FOR REVIEW AND APPROVAL	
<input type="checkbox"/> ENSURE THAT ALL REQUIRED COMPENSATION CLAIMS UNIT RECORDS ARE CURRENT AND COMPLETE	
<input type="checkbox"/> MAINTAIN SECURITY OF RECORDS	
<input type="checkbox"/> PRIOR TO DEMOBILIZATION, ROUTE COMPENSATION FOR INJURY AND CLAIMS LOGS AND FORMS TO ASSISTING/COOPERATING AGENCIES FOR POST-INCIDENT PROCESSING	
<input type="checkbox"/> SUPERVISE DEMOBILIZATION OF UNIT	
<input type="checkbox"/> MAINTAIN UNIT LOG/INDIVIDUAL LOG (ICS 214/ICS 214A)	

Appendix B Resources

Response Resources			
Oil Spill Response Contractors			
OMI Environmental Services	800-OIL-MOP1 800-645-6671		
AMPOL	800-482-6765		
USES Environmental	888-279-9930		
Air Monitoring			
US Risk Management	504-561-6563		New Orleans, LA
Matrix New World	225-292-3271		Baton Rouge, LA
Dirt Moving Contractors			
Stranco	1-800-940-5308	Construction	Abita Springs, LA
Latchco, LLC	337-228-1365	Environmental Cleanup	Breaux Bridge, LA
Transportation			
Stranco	1-800-940-5308	Transportation & waste management	Abita Springs, LA
LA Tank	337-436-1000 800-245-8408	Waste disposal	Lake Charles, LA
Vanguard Vacuum Truck Services	985-851-0998		Houma, LA
Wildlife Response			
Wildlife Center of Texas	713-861-9453	Wildlife Rehabilitation	Katy, TX
Wildlife Response Services	713-705-5897	Wildlife Rehabilitation	Seabrook, TX
Well Control			
Wild Well Control	281-784-4700		Houston, TX
Boots and Coots	281-931-8884		Houston, TX
Aircraft Services			
Panther Helicopters	504-394-5803	Helicopter Transport	Belle Chasse, LA
RLC	337-837-6038	Helicopter Transport	Lafayette, LA
Airmed	877-663-4853	Medical Evacuation	Baton Rouge, LA Abita Springs, LA
Hospitals			
Louisiana Heart Hospital, LLC	985-690-7500	20 Bed Unit w/ 2 dedicated trauma rooms	Lacombe, LA
Lakeview Regional Medical Center	985-867-3800		Covington, LA
Slidell Memorial Hospital	985-643-2200		Slidell, LA
Baton Rouge General Hospital	225-387-7000	HAZMAT, DECON, Helipad	Baton Rouge, LA
West Jefferson	504-347-5511	HAZMAT, DECON, Helipad	Baton Rouge, LA
Ochsner Medical Center	1-800-231-5257 985-543-3600	HAZMAT, DECON, Helipad	Hammond, LA

Response Resources			
Lodging			

Appendix C Spill Response

In the event that a spill is discovered or reported, the first priority is to ensure the safety of all personnel in the immediate vicinity of the spill. If necessary, halt all work and evacuate all personnel to a safe location upwind/upstream of the spill and notify emergency response personnel using the [Incident Notification Chart](#). In any situation, the PIC must be notified as soon as practicable and will then gather the appropriate outside assistance to conduct source identification/containment operations. Additional emergency notifications will be made as required in response to the degree of the spill. If work has been halted or personnel evacuated, safety procedures will be developed and all personnel will be thoroughly briefed prior to returning to the site and resuming operations. Once the source has been contained, the PIC will coordinate cleanup operations with assisting organizations as necessary.

Discovery

- Any site personnel that observe a spill should determine if there is any immediate danger to their safety and evacuate the area as necessary, reporting the situation to the PIC as soon as practicable. If there is no safety threat, and the source is readily apparent and accessible, site personnel can attempt to secure the source provided no damage would occur to any property or equipment. If the source is not visible or accessible, site personnel should immediately report the incident to the PIC.

Notification

Any person observing or becoming aware of a spill of any size must immediately report the incident to their respective PIC, who is responsible for making further notifications (see 5.4 External Notifications). The PIC will gather all information required for the spill report form and complete it in a timely manner. Information not immediately known may be added to the form as it becomes available; the priority is making sure that the necessary information is reported as soon as possible to enable the best response. Operations personnel are capable of initiating notifications on a 24-hours basis. Notification will take place as indicated in the [Incident Notification Chart](#). When making these initial notifications, personnel should attempt to provide the following information:

- Name of caller and callback number
- Exact location (geographic coordinates if available)
- Nature of the incident (e.g. fire, release, stability)
- Time of incident
- Name and quantity of material(s) involved, or to the extent known (refer to SDS)
- The extent of personal injuries, damage and/or fire, if any
- The possible hazards to human health, or the environment, outside the facility
- Body of water affected (if any)
- If applicable, quantity of material released
- Present weather conditions; wind speed and direction, movement of pollutants, current/tide (if applicable)
- Potential for fire
- Action being taken to control release
- Contact information of all points of notifications is included in Section 5.3

Preliminary Assessment

Evaluate safety considerations through the following actions:

- Immediately report any unusual fumes or odors and evacuate the area
- Avoid contact with the spilled product
- Secure the release if possible to do so in a safe manner

- Keep the public a safe distance from the spill area
- Notify personnel in the area
- Perform air monitoring surveys prior to entering a spill area
- Be aware of conditions such as high winds, poor visibility, or inclement weather which may cause undue personnel hazards
- Identify safety hazards involved in handling spilled material
 - Extremely slippery walking surfaces
 - Physical hazards associated with spilled product including, but not limited to, skin irritation, diarrhea, eye irritation, dizziness, nausea, and asphyxiation
- Approach area wearing protective equipment, including breathing apparatus if uncertain of product spilled
- Determine extent and movement of spill
- Identify sensitive areas and determine protection priorities (see Appendix H)

Initial Response

The PIC will coordinate containment and cleanup operations for spills:

- Contain the release with sorbent material, loose dirt, sandbags, boom, or other materials that are available
- Conduct cleanup operations per the Area Contingency Plan
- Continually monitor the site and affected area to ensure safety procedures are appropriate
- Additional strategies are discussed later in this appendix

Sustained Actions

Response operations will need to be managed 24-hours a day, seven days a week until the operation is complete. The response will be in accordance with the Area Contingency plan. Once the initial emergency stage of the spill situation has transformed to the sustained action stage, the response management structure will develop more prolonged mitigation and recovery action strategies.

Termination and Follow-up Actions

Cleanup will be conducted as thoroughly as possible, but will be terminated when, in the opinion of the Incident Commander and Federal On-Scene Coordinator:

- There is no detectable oil visible at site
- Further removal actions would cause more environmental harm than remaining oil
- Cleanup measures would be excessive in view of their insignificant contribution to minimizing a threat to the public health, welfare, or the environment
- Actions required to repair unavoidable damage resulting from removal activities have been completed

Waste Management

Spill cleanup will involve the further handling of recovered materials (oiled or hazardous). These will be directed to the appropriate reclamation/disposal site as identified in the Area Contingency Plan. In instances where it is suspected that extraneous substances have been introduced into a spill, it is necessary to test the recovered oil for hazardous waste characteristics (ignitability, reactivity, corrosivity, and toxicity). Contaminated materials will be transported to an approved disposal site (see USCG ACP for approved sites). Any transport or disposal of material that is considered hazardous waste must follow the requirements of the Resource Conservation and Recovery Act.

- Only state licensed hazardous material haulers are used to transport recovered oil. These licensed waste haulers must have a US EPA ID number and a state transporter ID number.
- The Uniform Hazardous Waste Manifest must be filled out by the waste generator for each truckload of oily wastes hauled away for disposal.
- When completing the manifest, the owner/operator is listed in the manifest as the generator. The manifest will need to be signed by the designated representative, and marked with the statement: "This material is being disposed of by the owner/operator as part of a response action in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (40 CFR 300)."
- Recovered waste oil must be properly packaged and labeled prior to transport in accordance with 40 CFR 262.30.
- All wastes shipped off-site for disposal must be transported in compliance with applicable regulations. These include the RCRA regulations in 40 CFR 262-263, the DOT Hazardous Materials Regulations in 49 CFR 171-178, and any applicable state regulations. Ensure shipments of waste collected during spill cleanup activities are transported in suitable containers to eliminate secondary releases during transport. If the nature of the waste precludes packaging in the required container, the Incident Commander will request emergency exemptions from the regulations following procedures outlined in 49 CFR 107.
- Only state-certified disposal sites will be used by waste haulers, unless recovered oil can be sent for recycling.
- Unit personnel must track the Uniform Hazardous Waste Manifest and retain appropriate records per 40 CFR 262.40. Unit personnel will receive a signed copy of the manifest from a designated disposal facility within the specified time limits. The owner/operator must retain copies of Hazardous Waste Manifests in unit files for at least three years.

Environmentally Sensitive Areas

St. Tammany Parish contains Environmentally Sensitive Areas that may be impacted by a spill. The Area Contingency Plan (ACP) has identified those areas and developed strategies and tactics to protect them. During a spill, the Incident Commander will determine if any of these areas have the potential to be impacted. If so, he will prioritize the deployment of equipment in accordance with the ACP to protect those sites. The maps depicting these Environmentally Sensitive Areas can be found in this plan (Appendix H) and are also referenced in the ACP with a link to NOAA where they can be found.

Oil Spill Strategies

Spill Assessment

Once a spill is identified, the size and volume will be estimated to identify oil spill trajectories and impact zones. Accurate monitoring of the oil location is important for timely decisions regarding containment and recovery. Aircraft will be used whenever possible to locate the spill source and movement directions. Observers will provide location of the spill (leading edge, trailing edge, and the locations of the furthestmost north, south, east, and west edges), the color, and distribution of the oil.

Callout

In the event of a spill, the Incident Command (IC) or his/her designee have the authority to initiate response activities. The Incident Commander should call and activate the appropriate response equipment and personnel. Helis' contractor response equipment is located at numerous staging areas in east and southeast Louisiana.

Prioritization

Identification of areas requiring protection will be made by use of information from various sources including, Area Contingency Plans and Geographic Response Plans (United States Coast Guard), local officials, environmental and wildlife specialists, and observations from surveillance. The protection of specific areas and resources will be made by analyzing and prioritizing all resources at risk during the spill. General priorities for all operations will be protection of:

- Human Life
- The environment
- Areas of economic interest

The forecast of spill movements and trajectory analysis will be used to determine most likely resources to be impacted and the timing of that impact. Once potential areas are identified, the information sources noted earlier will be consulted and protection priorities and methods developed. Specific measures are situational dependent taking into consideration various factors. Factors include

- Spill location
 - Nearness to environmentally sensitive or economically important areas
 - May not allow some measures, i.e. certain containment techniques, dispersants etc.
- Weather
- Tides and Currents (if applicable)
- Product Spilled
- Response resources available

Beaches: Generally difficult to protect and are in fact, often chosen as the least sensitive area of oil impact. Diversion booming is used to divert oil from the most sensitive areas of beach.

Water Fowl: Diking, berms, and booming are used to divert oil from roosting and nesting areas. Additionally, using scare cannons may keep them away from oiled or potentially oiled areas.

Marine Mammals: Specialized resources may be deployed to observe and/or capture these animals. Services provided by trained and licensed wildlife response personnel aid in the capture and care of marine mammals.

Economic Areas: Diversion or exclusion boom is used in these areas where it makes sense, particularly those that are near shore or inland of the open beaches.

Pre-spill planning is accomplished by the Area Committees, which consist of representatives from federal and state governments, with input from industry, academia, environmental groups, and the community. The Area Committee has written Area Contingency Plans that identify response resources, cleanup strategies, and resources at risk within their jurisdiction. These plans also identify the appropriate conditions for the various spill response techniques. These plans can be found at:

Wetlands: Wetlands which are not already badly contaminated should be considered biologically sensitive. Much of each wetland is above sea level, and oil contamination would probably be limited to the sea or lagoon frontage and tidal channels and adjacent banks. Any oil spill cleanup in these areas should be undertaken with extreme care.

Several techniques can be used to clean oil-contaminated wetlands. The method to be used in a given instance depends on the degree of contamination, the kind of oil involved, and the availability of cleanup equipment. Low-pressure hose flushing and use of an oleophilic endless-rope skimmer (CSI oil mop) are the methods preferred most often for cleaning oil-contaminated wetlands. When sorbents are used, it should be remembered that winds and currents tend to scatter them and make them difficult to recover.

Burning and/or removing wetland vegetation and oil should be considered only if there is potential for recontamination or direct threat to wildlife or habitat. Burning is preferable if the contaminated wetland is an annual type and if it is possible to obtain a burning permit through air pollution regulatory agencies. In cases where a contaminated wetland is almost submerged by high tides, an effective technique is to boom the wetland edge and trap oil flushed from the wetland by the tide action.

SHORELINE PROTECTION		
ONSHORE	METHOD	APPLICABILITY
SORBENTS (Pads, Rolls, Boom)	Applied manually or mechanically to the area before oil is stranded Oil/sorbent is then removed manually or mechanically	Prevents penetration of oil into substrate Sorbent pads preferable to loose-fiber materials for ease of collection Synthetic products have higher absorption capacity than natural materials Usually a labor-intensive method with added disposal costs.
SURFACE TREATMENT AGENTS	Applied to shore zone before oil is stranded Prevents oil from adhering to the substrate	Applicability and effectiveness not yet fully assessed May be difficult to apply on long sections of shore Oil must be flushed from the shore and agent removed if it does not degrade naturally
COLLECTION AGENTS	Applied along water line before oil is stranded Reduces natural dispersion of oil	Reduces area of shoreline contamination Reduces penetration into beach

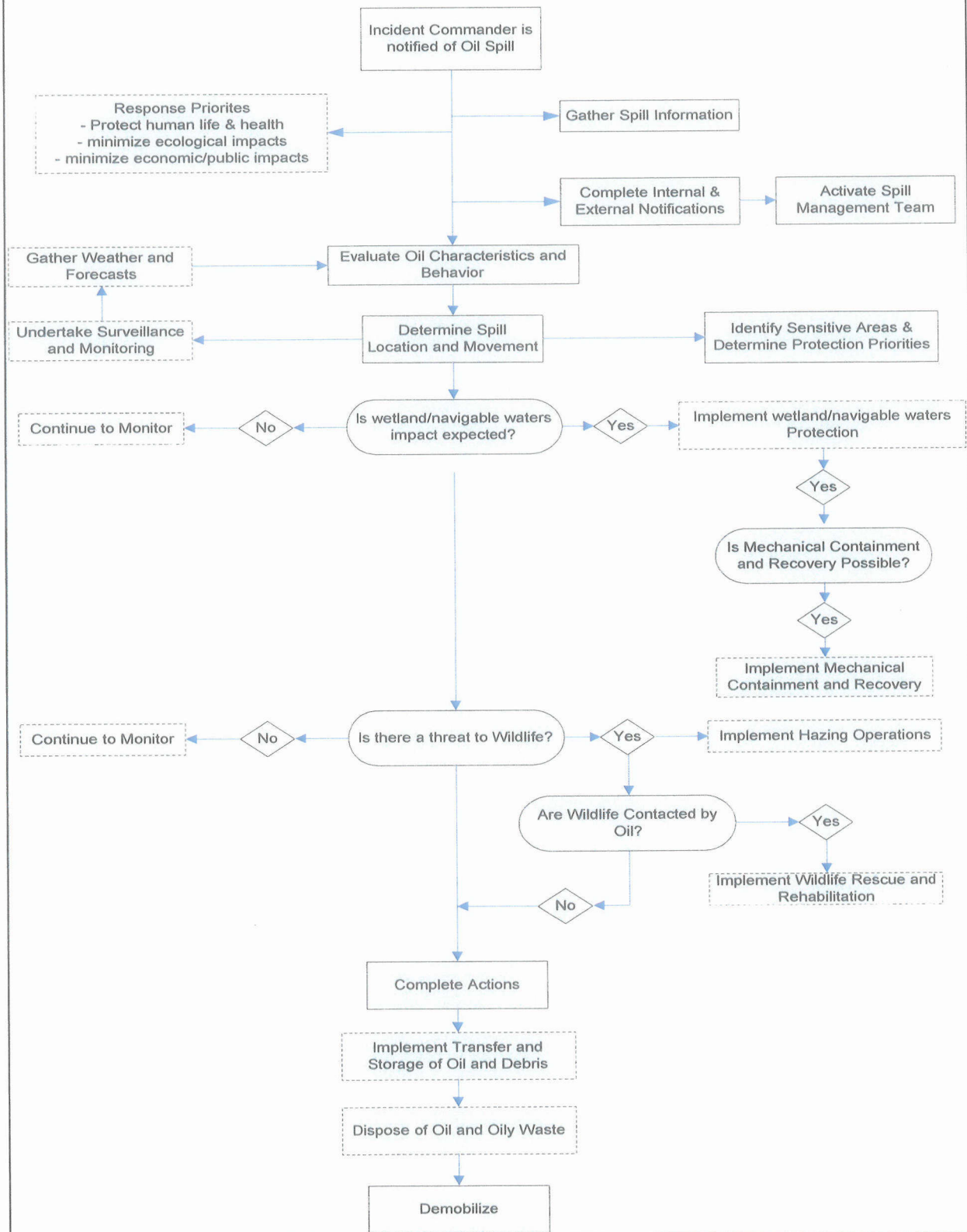
Oil and oiled debris

The mechanical recovery of oil from the water's surface, or impacted shorelines, most often produces two forms of waste for disposal; free liquids, including oily water mixtures, and/or

contaminated solids including oiled debris. In both cases, the most effective clean up operations will account for the proper recovery, storage, transportation and disposal of all recovered material. Normally, the waste generated from a mechanical recovery operation will be classified as a Non-hazardous Oil Waste (NOW). In rare instances where it is suspected that extraneous substances have been introduced into a spill, it is appropriate to test the recovered oil for hazardous waste characteristics (Ignitability, Reactivity, Corrosivity, and Toxicity).

Oil recovered from the water's surface via skimmer is transferred into recovered oil tanks, portable tanks, or other temporary storage systems that are leak proof, sealable containers and then transported to appropriate facilities for processing, recycling, or disposal. Waste management will be handled by the response contractors in accordance with state and federal regulations. The IC will ensure proper disposal at pre-identified (USCG ACP) disposal sites once cleanup has occurred.

Flowchart for Oil Spill Response



Appendix D Fire

Fires at any site pose a severe hazard. Construction and drill sites will utilize established response plans in response to a fire. The following is a checklist for the Incident Management Team for a fire:

Fire	
<input type="checkbox"/>	Obtain Information on Incident: <ul style="list-style-type: none"> • Incident Location: • Latitude: • Longitude: • Incident Time: • Incident Date:
Incident Management Considerations	
<input type="checkbox"/>	Determine situation status <ul style="list-style-type: none"> • Fire not contained • Fire contained • Fire out • Re-ignition potential • Fire/explosion source secured • Discuss worst case scenario
<input type="checkbox"/>	Have injuries resulted from fire?
<input type="checkbox"/>	Is there a potential for explosion?
<input type="checkbox"/>	Have the fuel source and ignition sources been secured?
<input type="checkbox"/>	Have appropriate emergency responders been notified?
<input type="checkbox"/>	Notify Ambulance, hospital, and other medical facilities, as needed
<input type="checkbox"/>	Request assistance, if needed <ul style="list-style-type: none"> • Firefighting • Search and Rescue • Safety Zone
<input type="checkbox"/>	Have emergency evacuation procedures been activated?
<input type="checkbox"/>	Facilitate evacuation of all/or non-essential personnel to the nearest safe area
<input type="checkbox"/>	What caused the fire?
<input type="checkbox"/>	Was there damage to the site/facility?
<input type="checkbox"/>	Assemble Incident Management Team
<input type="checkbox"/>	Determine extent/potential for pollution
<input type="checkbox"/>	Initiate pollution response and control measures
<input type="checkbox"/>	Notify offset personnel and organizations
Post Emergency Checklist	
<input type="checkbox"/>	Notify insurance Carrier
<input type="checkbox"/>	Begin internal investigation of the incident
<input type="checkbox"/>	Assign damage assessment team
<input type="checkbox"/>	Complete incident form and agency reports/approvals
<input type="checkbox"/>	Begin damage repair
<input type="checkbox"/>	Ensure proper disposal of waste and cleanup materials
<input type="checkbox"/>	Order demobilization of incident when appropriate

Appendix E Security Threat

The security appendix provides guidelines for safety from various threats to all personnel and assets on the drill site and access road for the St. Tammany EADS project. It establishes three levels of security based on the threat conditions and provides a checklist for Helis management in the event of a security threat.

Security Levels

Level 1 (MARSEC Level 1) Normal Operations

Minimum appropriate security measures that shall be maintained at all times.

- Helis will have a guard station located on the access road immediately off of LA Highway 1088. The guard station will be manned 24 hours a day by contract security during drilling and completion operations.
- All personnel will sign in at the guard station prior to entry to the construction area. All visitors will require an escort with proper credentials. The escort is responsible for the visitor and will maintain positive control of them at all times.
- All vehicles and personnel are subject to random search upon entry and exit of the construction area.
- Vehicles will park in the designated location away from all sensitive operations.
- Deliveries will be coordinated at least 24 hours in advance. The security guard will inspect all deliveries. Any deliveries that vary from the pre-coordinated schedule will require drill site supervisor inspection and approval.
- The construction site will have lights running during the hours of limited visibility. This includes office trailers, equipment storage trailers, and vehicle parking areas.

Level 2 (MARSEC Level 2) Elevated Threat

Appropriate additional protective security measures that shall be maintained for a period of time as a result of heightened risk.

- The guard station will be manned 24 hours a day. Helis will consider adding an additional guard to assist in additional security precautions. The security guard will report status to the drill site supervisor every hour.
- All personnel will sign in at the guard station prior to entry and upon departure. Only Helis personnel with proper credentials will gain entry to the construction area. Visitors will require pre-approved entry from Helis management (24 hour notice) and a dedicated escort while on site.
- The security guard will conduct random searches, though more frequent than Level 1, of all personnel, packages, and vehicles. All deliveries will be inspected prior to entry. Any deviations from pre-approved deliveries will require a 24 hour waiting period to verify goods and coordination.
- Security guard(s) will conduct random patrols in and around the construction area. Entry and departure will be limited to set hours.
- Helis will consider limiting access to only operation essential personnel.
- Sensitive/vulnerable areas will be secured. Only the drill site supervisor will grant access.

Level 3 (MARSEC Level 3) Imminent Threat

Protective security measures shall be maintained for a limited period of time when a security threat is probable, imminent, or has occurred, although it may not be possible to identify the specific target.

- The guard station will be manned 24 hours a day with two security guards. Local law enforcement will be on call for response.
- No deliveries will be allowed.
- All personnel and vehicles will be searched prior to entry and upon departure.
- Guards will conduct periodic patrols in and around the construction area.
- All calls to personnel on site and at Helis/contractor office will be reported and logged.
- No pictures will be allowed while inside the construction site without approval of Legal Officer
- Sensitive/vulnerable areas will be secured. Only the drill site supervisor will grant access.

Duties and Responsibilities

Security Guard

The security guard on duty will be responsible for the following daily duties:

- Control access to site
- Maintain construction site access log
- Initial screening of all deliveries
- Identify security breaches and report to Drill Site Supervisor
- Notify Drill Site Supervisor of all visitors on site
- Track visitor entry and departure
- Patrol area

Drill Site Supervisor

- Receive reports from security guard
- Final approval for deliveries on site
- Notify local law enforcement and request assistance
- Enforce visitor escort policy
- Notify Helis management of increased levels of security and associated threats
- Request assistance in the event of a security situation
- POC for Law enforcement on site

Actions on identification of Security threat

A security threat may be identified by a person on site, at a Helis office, or from personnel outside the scope of the project. Regardless of origin, discovery or suspicion of a security threat, the following actions will take place:

Drill Site Supervisor

Notify Security Guard and personnel on site of threat

Increase Security posture to appropriate level (i.e. Level 2 or 3)

Notify Helis Management of situation

Security Guard

Ensure Drill Site Supervisor is aware of situation

Increase Security Posture to appropriate level determined by Drill Site Supervisor

Implement additional security measures

Helis Management

Receive report from Drill Site Supervisor

Report threat to local law enforcement

Determine Report Veracity

Notify Incident Management Team of situation

Security Threat	
<input type="checkbox"/>	Obtain Information on Incident
<input type="checkbox"/>	<ul style="list-style-type: none"> • Incident Location: • Latitude: • Longitude: • Incident Time: • Incident Date
Incident Management Considerations	
<input type="checkbox"/>	Is there an immediate danger to the drill site or company assets
<input type="checkbox"/>	Request assistance from Law Enforcement, if needed
<input type="checkbox"/>	Notify affected asset
<input type="checkbox"/>	Increase security level (as necessary)
<input type="checkbox"/>	Document all actions
Post Emergency Checklist	
<input type="checkbox"/>	Assign damage assessment team
<input type="checkbox"/>	Debrief personnel affected
<input type="checkbox"/>	Order return to the affected asset
<input type="checkbox"/>	Complete incident form and agency reports
<input type="checkbox"/>	Order demobilization of incident when appropriate

Appendix F Bomb Threat

Bomb Threat																																
<input type="checkbox"/>	Identify Threat Location:																															
<input type="checkbox"/>	Order Evacuation Try not to disturb anything, just leave for the safe destination If possible, signal a second person that you are receiving a bomb threat. Be calm and listen carefully. Do not interrupt or antagonize the caller. Try to develop a rapport by being sympathetic and take notes.																															
<input type="checkbox"/>	Ask the following questions <ul style="list-style-type: none"> • When is the bomb going to explode? • Where is the bomb? (be as specific as possible) • What does it look like? • What kind of bomb is it? • What will cause it to explode? • Did you place the bomb? • Why? • From where are you calling? • What is your address? • What is your name? 																															
<input type="checkbox"/>	Caller's Voice <table border="1"> <thead> <tr> <th>Demeanor</th> <th>Voice Type</th> <th>Expressed Feelings</th> <th>Speech Pattern</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Calm</td> <td><input type="checkbox"/> Squeaky</td> <td><input type="checkbox"/> Crying</td> <td><input type="checkbox"/> Slurred</td> </tr> <tr> <td><input type="checkbox"/> Excited</td> <td><input type="checkbox"/> Deep</td> <td><input type="checkbox"/> Loud</td> <td><input type="checkbox"/> Broken</td> </tr> <tr> <td><input type="checkbox"/> Slow</td> <td><input type="checkbox"/> Accent</td> <td><input type="checkbox"/> Angry</td> <td><input type="checkbox"/> Lisp</td> </tr> <tr> <td><input type="checkbox"/> Rapid</td> <td><input type="checkbox"/> Nasal</td> <td><input type="checkbox"/> Stressed</td> <td><input type="checkbox"/> Stutter</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Disguised</td> <td><input type="checkbox"/> Sincere</td> <td><input type="checkbox"/> Distinct</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Giggling</td> <td><input type="checkbox"/> Normal</td> </tr> </tbody> </table> <p>If the voice is familiar, whom did it sound like? Were there any background noises?</p>				Demeanor	Voice Type	Expressed Feelings	Speech Pattern	<input type="checkbox"/> Calm	<input type="checkbox"/> Squeaky	<input type="checkbox"/> Crying	<input type="checkbox"/> Slurred	<input type="checkbox"/> Excited	<input type="checkbox"/> Deep	<input type="checkbox"/> Loud	<input type="checkbox"/> Broken	<input type="checkbox"/> Slow	<input type="checkbox"/> Accent	<input type="checkbox"/> Angry	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rapid	<input type="checkbox"/> Nasal	<input type="checkbox"/> Stressed	<input type="checkbox"/> Stutter	<input type="checkbox"/>	<input type="checkbox"/> Disguised	<input type="checkbox"/> Sincere	<input type="checkbox"/> Distinct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Giggling	<input type="checkbox"/> Normal
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Giggling	<input type="checkbox"/> Normal																													
<input type="checkbox"/>	Instructions for second Person: Contact the nearest supervisor If you have a phone that allows you to listen to the conversation, take notes																															
<input type="checkbox"/>	Contact the FBI Obtain name/phone number of law enforcement representative Obtain communications link with the responding law enforcement																															
<input type="checkbox"/>	Facilitate evacuation of personnel																															
<input type="checkbox"/>	Notify ambulance, hospital, and other medical facilities as needed																															
<input type="checkbox"/>	Notify other law enforcement agencies as needed																															
<input type="checkbox"/>	Assemble Incident Management Team																															
Post Incident Actions																																
<input type="checkbox"/>	Begin internal investigation of the incident																															
<input type="checkbox"/>	Safeguard physical evidence																															

Appendix G ENVIRONMENTALLY SENSITIVE AREAS

Appendix H Permit Maps